



GRUBER & PETTERS

Untis 2010

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1 Introduction

This brochure describes the new functions and features of Untis 2010. Many of these innovations (e.g. swaps involving two classes) originate from requests of users who work every day with Untis. Additionally we try to increase the user-friendliness by simplifying work processes like the shift of special duties with drag&drop. The revised help system describes all these functions attractively and in detail.

Besides many innovations in the modules Agenda and Class Register we have created a completely new module, Student, in WebUntis: The students can select their courses online.

Do not despair if you cannot find the discobolus on your desktop after the installation of Untis. The version 2010 presents itself with the new Untis icon, the clock. The clock stands for the time scheduling on a single day as well as over the whole school year. After more than 30 years in a fixed position, the discobolus has deserved a break.

We wish you enjoyment and success with the version 2010!

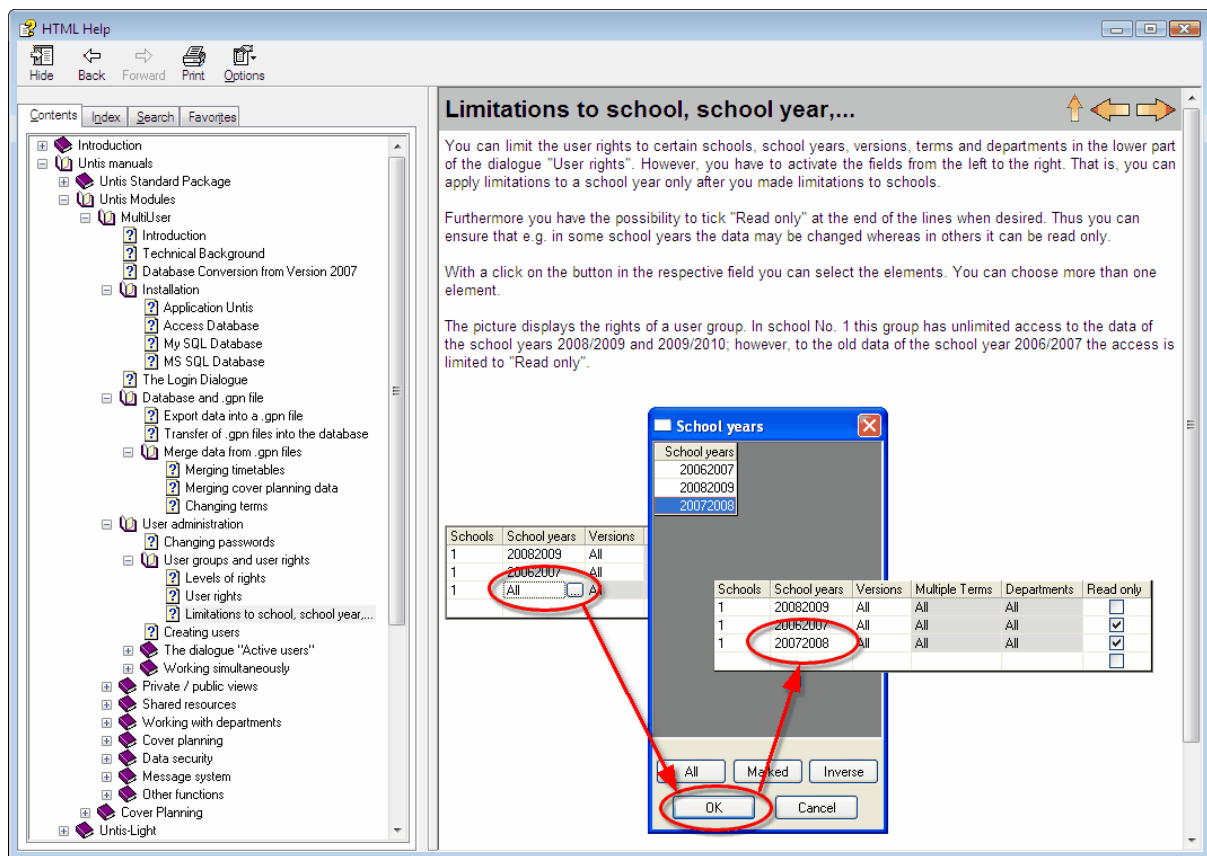


2 General

2.1 New help system

The help system was completely revised and adapted to the latest technologies for the version 2010. We have integrated the manuals in the new help system. They can be viewed comfortably via the online help.

You can call up the help via the function key F1, the button <Help> or the menu item "? | Help Topics".



Flash demos of many different topics give an overview of the functionalities of Untis.

Flash demos:

General settings

 [General Untis data](#)

Master data

 [Rooms](#)

 [Classes](#)

 [Teachers](#)

 [Subjects](#)

Lessons

 [Input](#)

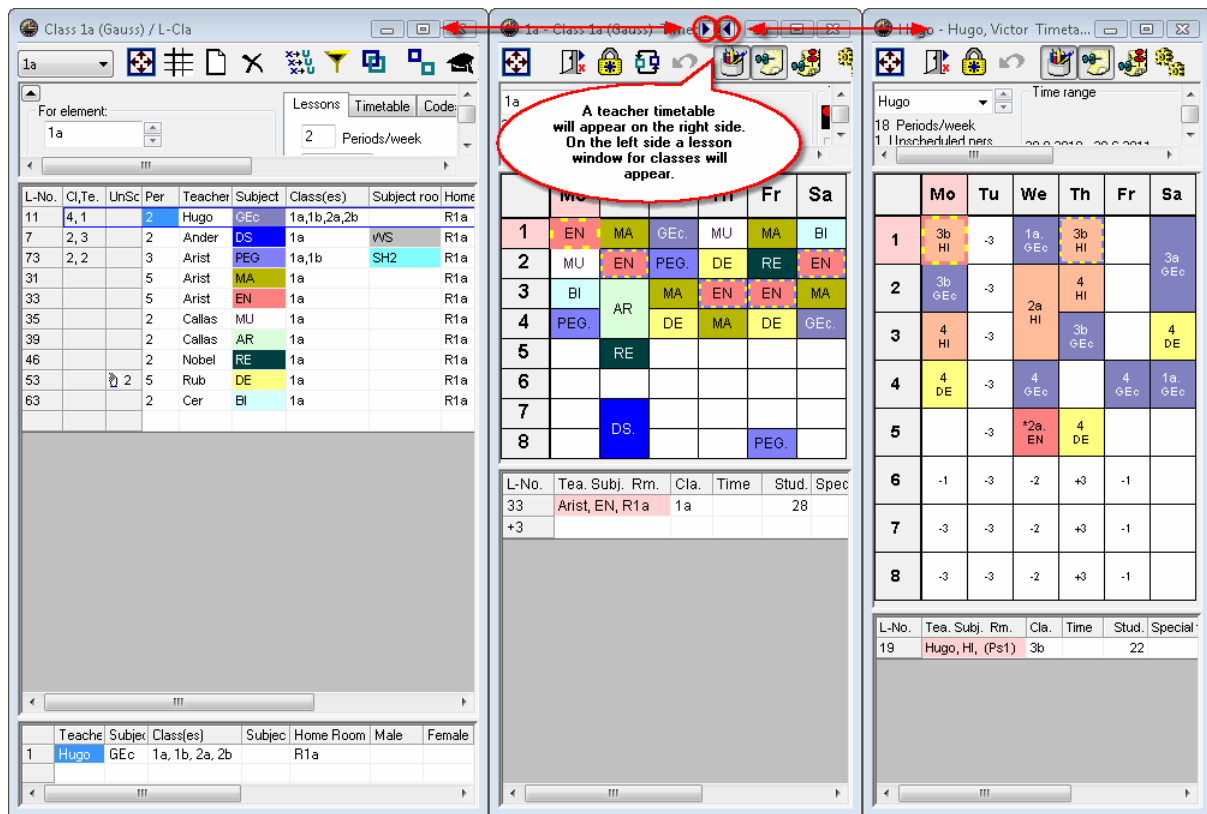
 [Miscellaneous](#)

2.2 Side windows

In the daily work opening, closing, adjusting and synchronising of windows are important tasks. The window groups are a formidable tool that we want to recommend warmly to you. Nevertheless, at times, you have to open some windows for quick glances or you have to set windows to different elements. For this we can offer the following innovation in version 2010.

You have opened a class timetable and you need to make a quick glance into the corresponding teacher's timetable or you have to apply small changes in the lessons window. Certainly you can open these windows via "Master Data | Teachers" and "Lessons | Classes". To save precious space on the desktop you might want to close these windows after usage.

Much easier and quicker is it if you click on the little arrows in the timetable window to open and close the windows mentioned above. In version 2010 the most important master data windows, the lessons windows and the individual timetables have got one or more of these accompanying windows.



Overview of the winged windows

Master Data | Classes --> Timetable | Classes
 Master Data | Teachers --> Timetable | Teachers
 Master Data | Students --> Timetable | Students

Lessons | Classes <-- Timetable | Classes --> Timetable | Teachers
 Lessons | Teachers <-- Timetable | Teachers --> Timetable | Classes
 Lessons | Rooms <-- Timetable | Rooms --> Timetable | Classes

Lessons | Classes <-- Timetable | Students --> Timetable | Classes

Timetable | Classes <-- Lessons | Students --> Master Data | All Elements

Timetable | Teachers <-- Lessons | Teachers --> Master Data | All Elements

Timetable | Rooms <-- Lessons | Rooms --> Master Data | All Elements

2.3 Synchronisation with the details window

Often more than one teacher are involved in a lesson. If you click on a teacher in the details window of a lessons window then the teacher's timetable synchronises automatically.

The screenshot shows the Untis 2010 timetable editor with three overlapping windows. The main window, 'Class 1a (Gauss) / L-Cla', displays a table of class periods. The 'Arist - Aristotle' window is partially visible behind it, and the 'Rub - Rubens, Paul Tim' window is to the right. Red arrows point from the 'Arist' and 'Rub' dropdowns in the top windows to the corresponding entries in the 'Class 1a' table. Red text 'Click!' is placed near the 'Arist' and 'Rub' entries in the table.

L-No.	Cl,Te.	UnSc	Per	Teacher	Subject	Class(es)	Subject roo	Home Room	Double per:	Bloc
11	4, 1		2	Hugo	GEc	1a,1b,2a,2b		R1a		
7	2, 3		2	ander	DS	1a	vVS	R1a	1,1	
73	2, 2		3	Arist	PEG	1a,1b	SH2	R1a		
31			5	Arist	MA	1a		R1a		
33			5	Arist	EN	1a		R1a		
35			2	Callas	MU	1a		R1a		
39			2	Callas	AR	1a		R1a	1,1	
46			2	Nobel	RE	1a		R1a		
53		2	5	Rub	DE	1a		R1a		
63			2	Cer	BI	1a		R1a		

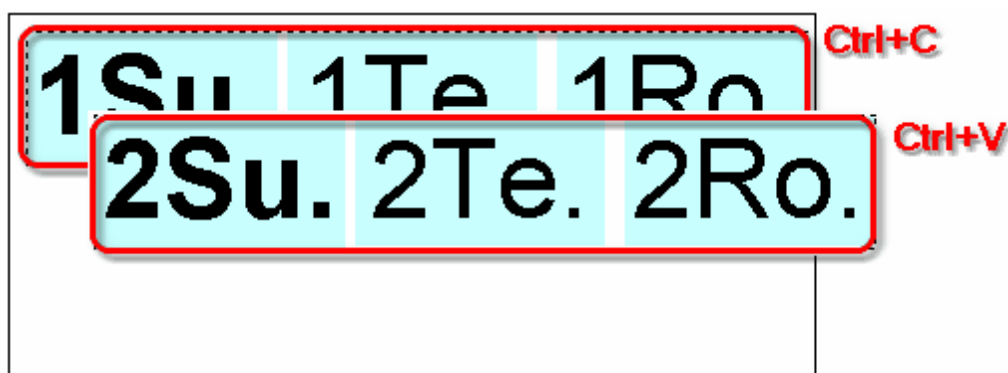
	Teacher	Subject	Class(es)	Subject	Home Room	Male	Female	Line text	Stat. Coc	Line v
1	Arist	PEG	1a, 1b	SH2	R1a					
2	Rub	PEB	1a, 1b	SH1	R1b					

L-No.	Tea.	Subj.	Rm.	Cla.	Time	Stud.	Speci
73	Arist, PEG, S						
	Rub, PEB, S						

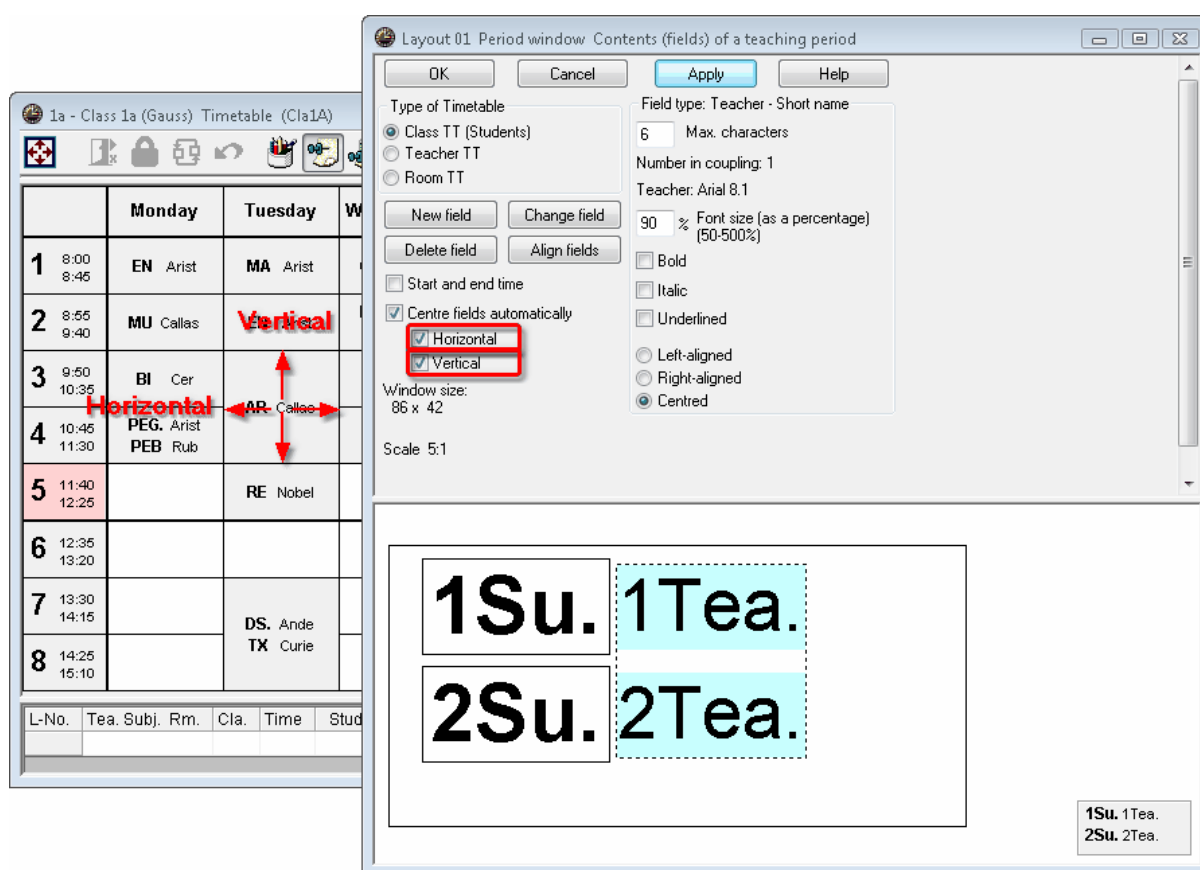
L-No.	Tea.	Subj.	Rm.	Cla.	Time	Stud.	Speci
73	Arist, PEG, SH2			1a, 1b			For G
	Rub, PEB, SH1			1a, 1b			

2.4 Timetable configuration

You can easily duplicate already existing fields with Ctrl+C and Ctrl+V in the timetable editor (Timetable-Settings  | Period Window). Additionally, you can switch between the fields with the Tab key.



You can centre the fields in the period window (subject, teacher, room etc.) horizontally or vertically.



2.5 List of periods

For some uses (e.g. schedule of lectures) the print of the timetable as a list is better suited than the table that is used in most cases. The sequence of lessons is clearer and it is easier to use longer terms for subjects or teachers.

You can select the list of periods for classes and teachers in the menu "Timetable". As usual you can select the columns that shall be displayed via <Grid Adjustment>. Additionally you can define via the

<Settings> the time range (day, week, from-to) and the type of the lessons that shall be displayed (break supervisions, standbys, "ordinary" lessons). Settings concerning the printout can be found here, too.

The list of periods can contain either specific elements (classes or teachers) or all elements.

1a Class 1a (Gauss)

Date	Day	Time	Teacher	Room	Period
RE Religious Education					
24.9.	Fr	8:55-9:40	Nobel	R1a	2
21.9.	Tu	11:40-12:25	Nobel	R1a	5
DE German					
23.9.	Th	8:55-9:40	Rub	R1a	2
22.9.	We	10:45-11:30	Rub	R1a	4
24.9.	Fr	10:45-11:30	Rub	R1a	4
EN English					
20.9.	Mo	8:00-8:45	Arist	R1a	1
21.9.	Tu	8:55-9:40	Arist	R1a	2
25.9.	Sa	8:55-9:40	Arist	R1a	2

The period list works in an analogous way to the timetable mode in the cover planning mode (see List of periods in the cover planning mode).

3 Manual timetabling

The innovations concerning manual timetabling involve primarily [swap suggestions](#) and the possibility to move lessons from one week to another directly in the timetable.

3.1 Swap suggestions

The swap suggestions were revised both, contentwise and optically in version 2010.

3.1.1 Display

To make the view clearer only one line per swap suggestion is displayed in the dialogue swap suggestions by default. In case of a worsening of the timetable the column "Consequences" displays the reason that contributes most to the loss of points because of the swap. In case of an improvement (positive value in the column "Gain") the most contributing reason that was corrected is displayed.

In our example the first swap causes a core time violation of the class ("Period time requests").

Suggested swaps

	Conseqnc.	Gain
1	Period time requests	-10
2	Period time requests	-120
3	Period time requests	-175
4	Period time requests	-175
5	Period time requests	-205
6	Lunch break Min,Max	-457
7	Subject twice a day	-509
8	Class NTP's	-575
9	Subject twice a day	-608
10	Subject twice a day	-624
11	Subject twice a day	-627
12	NTPs	-779
13	Distribution of periods morning/afternoon	-1323
14	Distribution of periods morning/afternoon	-1414
15	Distribution of periods morning/afternoon	-1547

Swaps
☐ 2-way

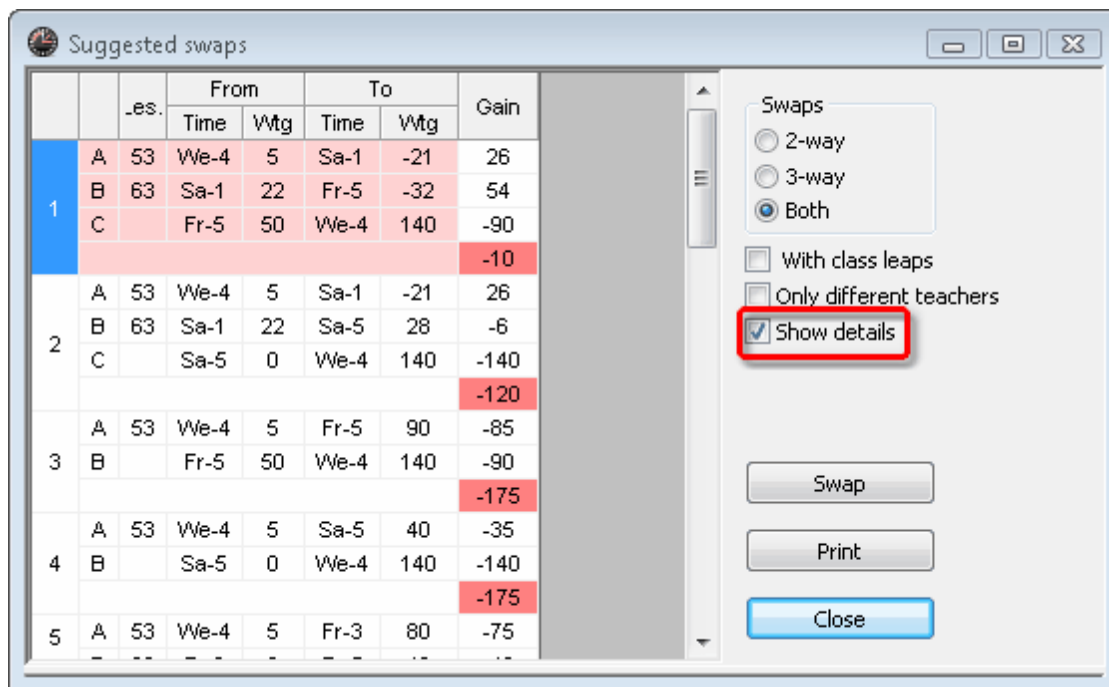
1a - Class 1a (Gauss) Timet

Time range
28 Periods/week
2 Unscheduled pers. 22.9.2010 22.9.2011

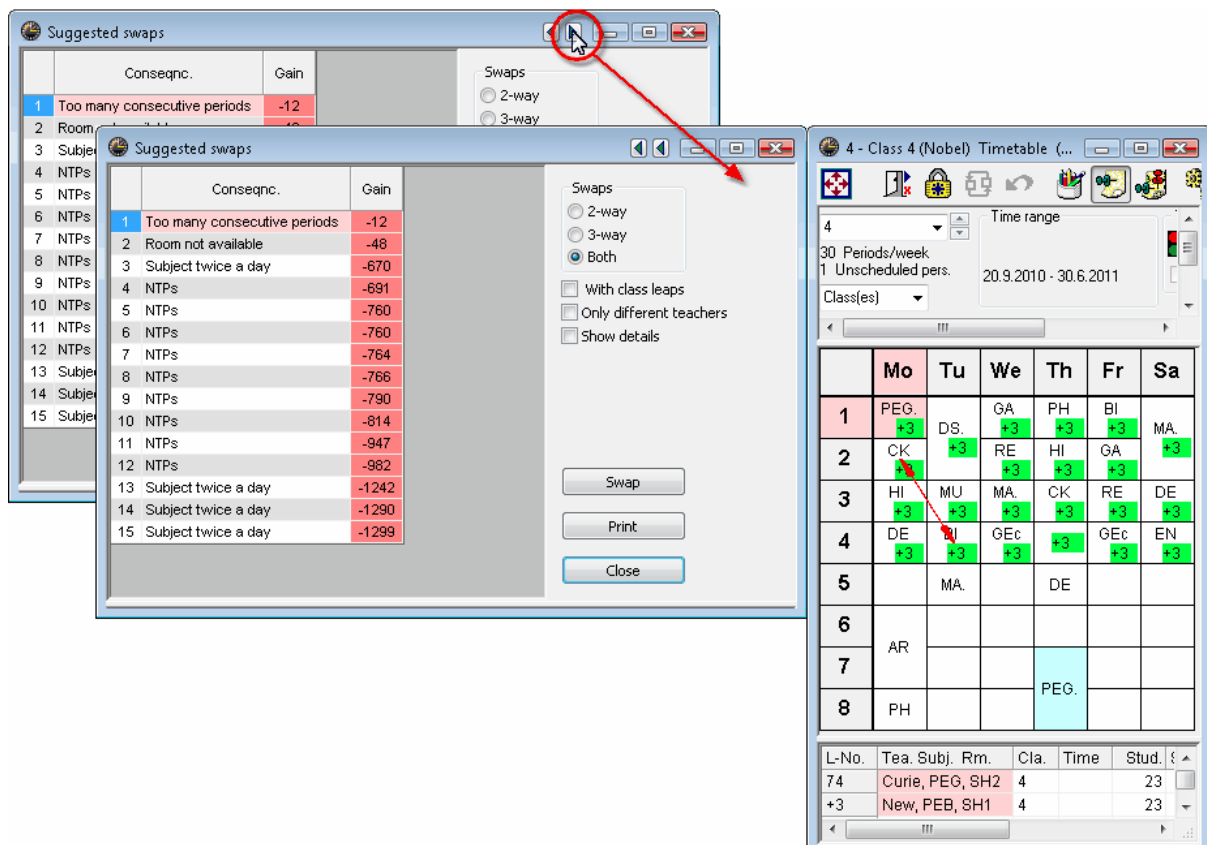
	Mo	Tu	We	Th	Fr	Sa
1	EN +3	MA +3	GEc. +3	MU +3	MA +3	BI +3
2	MU +3	EN +3	PEG. +3	DE +3	RE +3	EN +3
3	BI +3	AR +3	MA +3	EN +3	EN +3	MA +3
4	PEG. +3		DE +3	MA +3	DE +3	GEc. +3
5		RE				
6	-3		-3	-3		
7	-3		-3	-3		
8	-3	DS.	-3	-3	PEG.	

L-No.	Tea. Subj.	Rm.	Cla.	Time	Stud.	Spec
33	Arist, EN, R1a		1a		28	
+3						

The changes in the timetable because of the swap can be displayed in form of a table by ticking "Show details".



You can show or hide the accompanying timetables by clicking on the arrow keys.



3.1.2 Suggestions comprising two classes

At times it is necessary to apply swaps that comprise more than one class. Untis 2010 supports this task. Tick the checkbox "With class leaps" in the suggested swaps window.

Example:

The DE lesson in class 1b on Mo-5 (Monday, fifth period) shall be moved. The figure below shows that the displayed swap improves the timetable by 242 points (column "Gain"). The gain is that high because a core time violation (period time requests) can be amended. However, this swap can only take place without a clash if another swap happens. Teacher Rubens' lesson with class 1b shall be shifted to We-4 but Rubens has already a lesson scheduled on this position with class 1a. So the class 1a is the so called leap class (displayed in the column "Leap cl."). The possibilities to swap Rubens' period in class 1a are displayed in the lower part of the suggested swaps window. The best possibility, however, worsens the timetable by 62 points as an incorrect double period would be created on Friday. The sum of the numbers displayed in the column "Gain" for both swaps is displayed in the column "Total": $242 - 62 = 180$.

The screenshot displays the Untis 2010 software interface with three main windows:

- 1a - Class 1a (Gauss) Timetable:** Shows a weekly timetable for Class 1a. The time range is 20.9.2010 - 30.6.2011. The timetable shows periods 1-8 for each day of the week (Mo-Sa).
- Suggested swaps:** A central window showing a list of swap suggestions. The columns are 'Conseqnc.', 'Leap cl.', 'Gain', and 'Total'. The top suggestion is '1 Double period split up' with a Gain of -62 and a Total of 180. The 'With class leaps' checkbox is checked.
- 1b - Class 1b (Newton) Timetable:** Shows a weekly timetable for Class 1b. The time range is 20.9.2010 - 30.6.2011. The timetable shows periods 1-8 for each day of the week (Mo-Sa).

Red arrows indicate the relationship between the suggested swap and the actual swap in the Class 1b timetable. The swap involves moving a lesson from period 5 of Class 1b to period 4 of Class 1a.

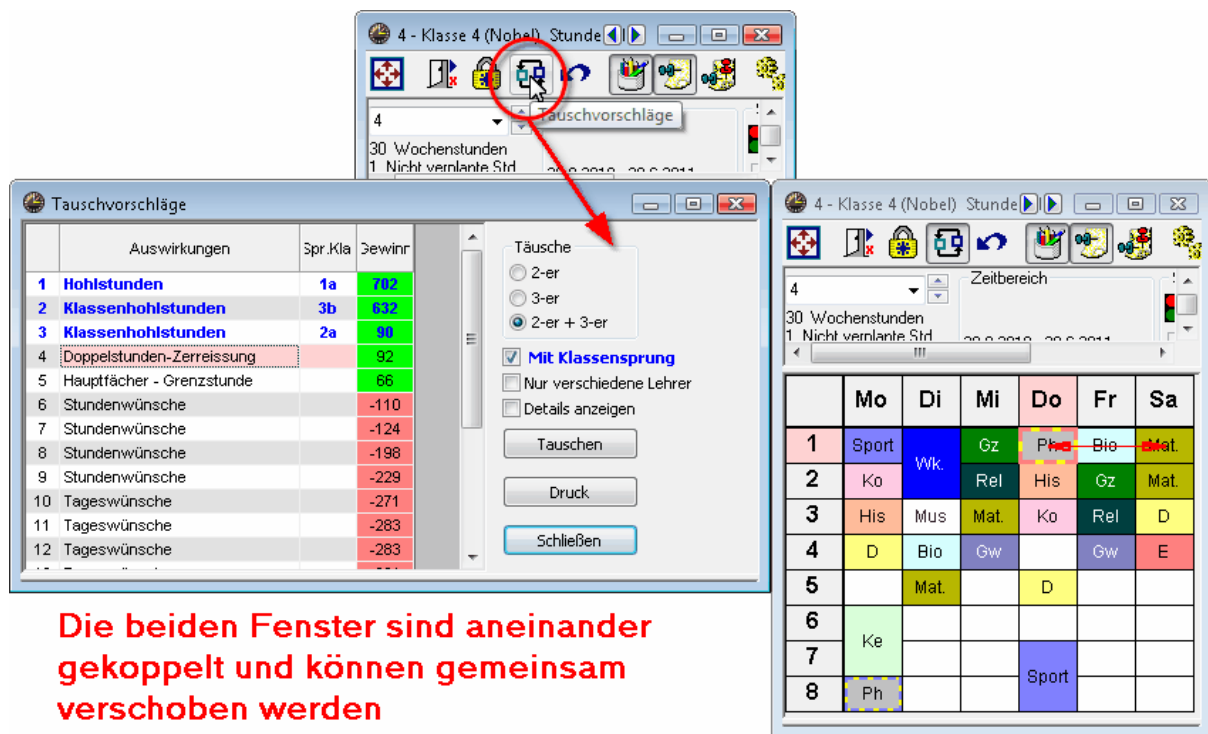
Hint!

The swap suggestions are sorted by overall rating in the swap suggestions window. I.e. the best overall

swaps are ranked on top. In the upper part of the window only the rating of the consequences in the basic class are displayed. The sorting in the upper part of the window is based on the ranking of the first swap plus the best possible second swap. The overall ranking of both swaps can be seen in column "Total" in the lower part of the window.

3.1.3 Suggestions via the timetable

The swap suggestions can be opened via a class timetable, too. Please note that the suggested swaps window is then linked to the timetable window and both windows can be moved simultaneously.



If you activate a swap comprising more than one class (with class leap) then another timetable opens, displaying the swap in the leap class.

3.1.4 Only different teachers

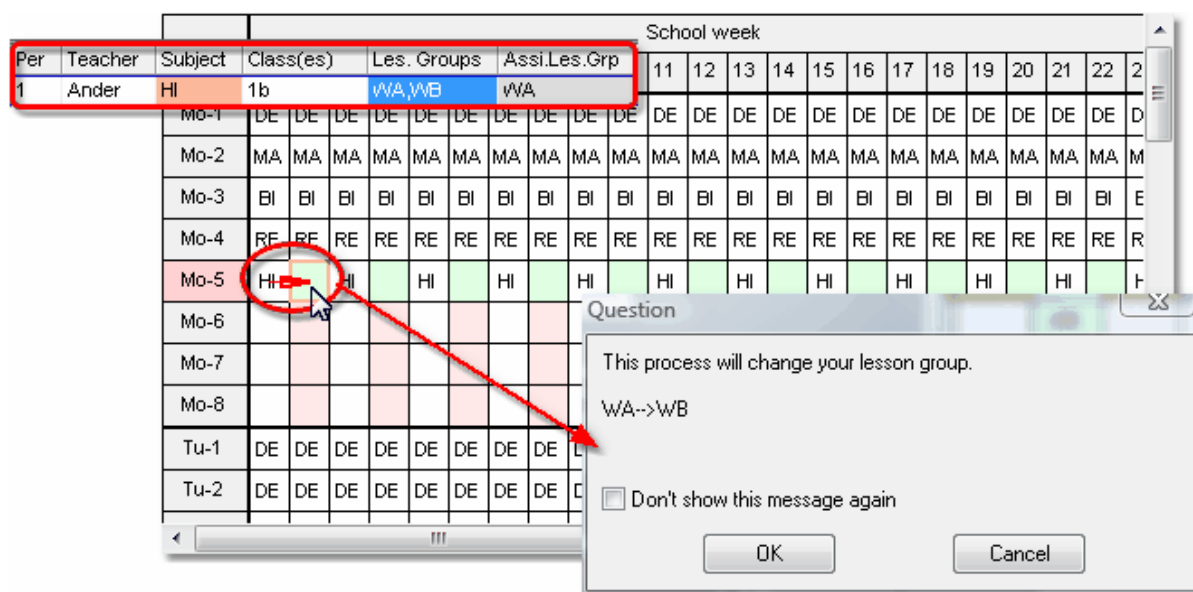
In case a teacher teaches more than one subject in one class then quite often swaps between these subjects shall not be offered as suggestions. Tick the option "Only different teachers" and these swaps are not displayed.

3.2 Weekly planning

Changing lesson groups

Untis 2010 allows you to change the lesson groups with drag&drop in the timetable format 11. Enter all possible lesson groups of a lesson in the column "Lesson Groups" in the lessons window. The field

"Assigned Lesson Group" displays the lesson group that is active at the moment. In format 11, click onto this lesson and move it with drag&drop to another time range. The figure below shows how a lesson can be moved from week A to week B (WA -->WB).



Hint: Timetable views

Untis provides more than 60 predefined timetable views (via "Timetable | List All Views"). The views containing "11" offer an overview of the distribution of the lessons of the whole school year on a weekly basis.

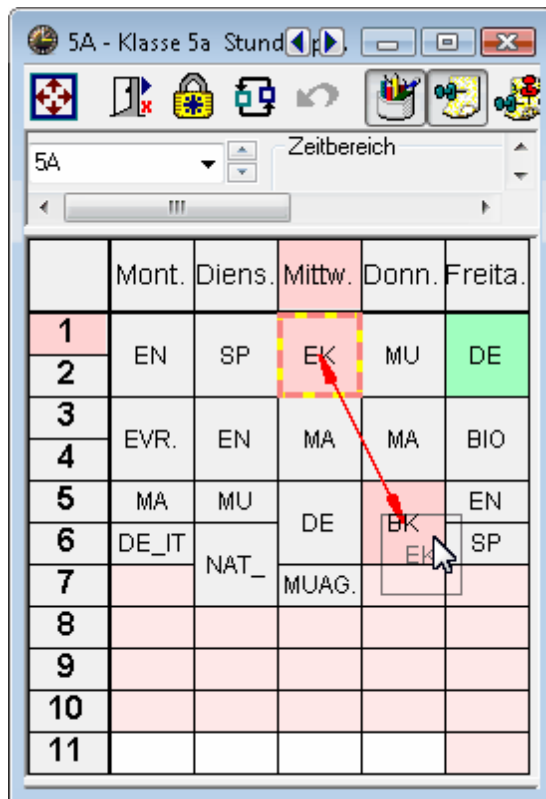
Changing time range

Similarly to the changing of lesson groups you can change the time range in view 11. If you have entered dates into the fields "From" and "To" then the manual moving of a lesson in view 11 changes the active time range to the selected weeks. Please note that the length on the time range is held constant. The figure below shows the moving of a biology lesson limited to three weeks from weeks 3-5 to weeks 10-12.

The screenshot shows a software interface for manual timetabling. The main window is titled "2b - Class 2b (Andersen) Timetable (Cla11)". It features a toolbar with various icons for editing and viewing. Below the toolbar, there are settings for the class (2b), time range (22.11.2010), and timetable comparison options. The main area is a grid representing the school week, with columns numbered 1 to 20 and rows labeled Mo-3 to Mo-7. A legend at the bottom left shows two entries for "Per 2, Teacher Cer, Subject BI, Class(es) 2b". The first entry has a date range of "From 4.10. To 24.10." and is highlighted with a red box. A red arrow points from this entry to a cell in the timetable grid. The second entry has a date range of "From 19.11. To 9.12." and is also highlighted with a red box. A red arrow points from this entry to another cell in the timetable grid.

3.3 Double period swaps

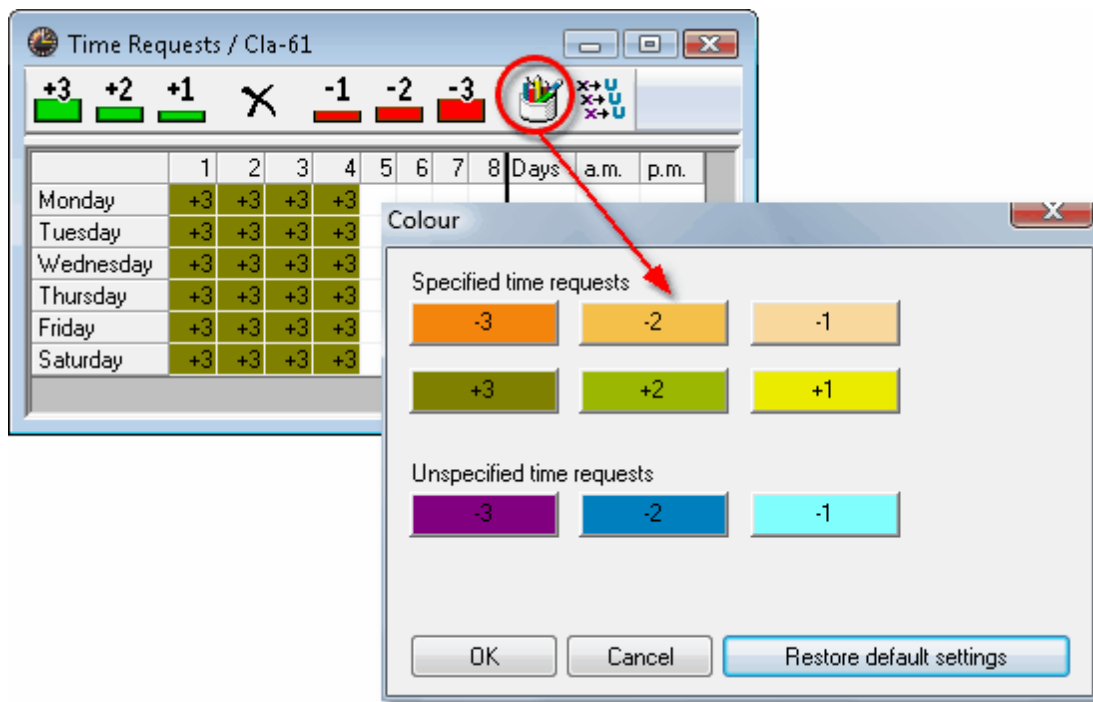
More and more schools are teaching with double periods. Untis 2010 takes account of this by making it possible to apply double period swaps directly in the timetable.



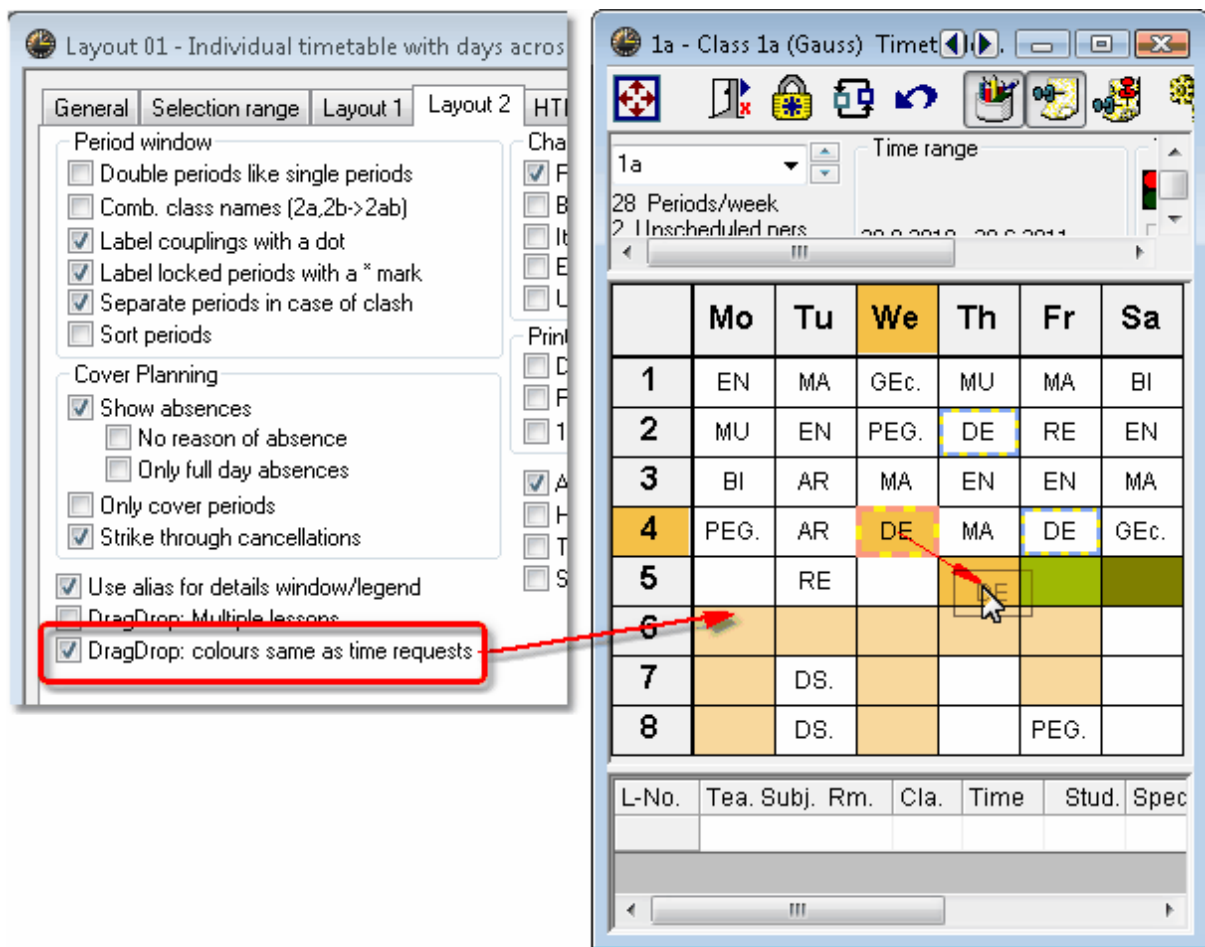
	Mont.	Diens.	Mittw.	Donn.	Freita.
1			EK	MU	DE
2	EN	SP			
3	EVR.	EN	MA	MA	BIO
4	MA	MU			EN
5	DE_IT		DE	BK	SP
6		NAT_		EK	
7			MUAG.		
8					
9					
10					
11					

3.4 Drag&drop colours in the timetable

You can select the colour of the time requests in the time request window via the button <Colour coding>. This might be necessary if there are problems distinguishing between red and green.



You can use these colour codes for manual scheduling in the timetable as well. In the timetable click on <Settings> and activate the tab "Layout 2". Tick the option "DragDrop: colours same as time requests".



3.5 Drag&drop from the lessons window

As of now, the column "Unscheduled Periods" (UnSche Prds) is displayed in the lessons window by default. This column is used to place lessons manually in the timetable

The screenshot shows two windows from a timetabling software. The left window, titled '1a - Class 1a (Gauss) Timet', displays a weekly timetable grid. The grid has columns for days (Mo, Tu, We, Th, Fr, Sa) and rows for periods (1-8). The subjects are color-coded: GEC (blue), DS (orange), PEG (green), MA (yellow), EN (red), MU (purple), and BI (pink). The right window, titled 'Class 1a (Gauss) / L-Cla', shows a list of lessons. A red arrow points from the 'L-No. 53' entry in this list to the 'DE' subject in period 5 on Friday in the main timetable.

	Mo	Tu	We	Th	Fr	Sa
1	EN	MA	GEC	MU	MA	BI
2	MU	EN	PEG	DE	RE	EN
3	BI	AR	MA	EN	EN	MA
4	PEG	AR	DE	MA	DE	GEC
5		RE				
6						
7		DS				
8		DS			PEG	

L-No.	Cl,Te.	UnSc	Per	Teacher	Subject
11	4, 1		2	Hugo	GEC
7	2, 3		2	Ander	DS
73	2, 2		3	Arist	PEG
31			5	Arist	MA
33			5	Arist	EN
35			2	Callas	MU
39			2	Callas	AR
46			2	Nobel	RE
53		2	5	Rub	DE
63		2		Cer	BI

4 Optimisation

To use the optimisation algorithm to its full extent it is necessary to enter the parameters as detailed as possible. This was exactly the target of the innovations of the version 2010.

4.1 Class teacher at least once per day

In some school types it is required that the class teacher teaches at least once per day in his class. You can define the class teacher via "Master Data | Classes". Until now this field had only informational character.

Now you can define that the class teacher shall teach at least once per day in his class via "Scheduling | Weighting | Classes".

	Monday	Tuesda.	Wedne.	Thursd.	Friday
1	E May	M Bau	D Bau	K. Gru	E May
2	D Bau			E May	Fö Bar
3	HsB. Kir	PCB Dör	M Bau	GSE Wis	Ev. Ulz
4		D Bau	GSE Wis	M Bau	D Bau
5	Spm. Kre	Art. Kre	GtB. Wör	KbB. Bau	GSE Wis
6	M Bau			AI Gru	PCB Dör
7					

Name	Class teacher
5a	Bay
5b	Wie
6a	WIA
6b	May
7a	Lutz
7b	Bau
7M	GeE
8a	Wis
8b	Sig
8M	Küh
9a	Dör
9b	LaR
9M1	Scä

Weighting

Rooms | Period Distribution | Time Requests | Analysis

Teachers | Teachers | Classes | Subjects | Main Subjects

Unimportant | Extremely important

Avoid non-teaching-periods (NTPs)

Respect maximum or minimum number of periods/day for classes

Respect lunch

Respect

Respect the maximum number of lessons per day for classes

The class teacher of class 7b (Bau) should at least teach once in "his" class.

Class teacher at least once per day

OK Cancel Apply Help

4.2 Not first AND last period for teachers

If a teacher is teaching in the first period then he shall not teach in the last period as well. This is considered in the optimisation with the following setting:

Master Data | Teachers - (R) Not first AND last period

This setting is connected to the weighting parameter "Time requests for teachers". In case this condition is violated it is displayed in the diagnosis (1st & last per. occupied).

Teachers / Tea

Callas 25.000 Value

Marked (m) Change

Ignore (i)

Lock (X)

Don't Print (N) ☒ Time Requests

Teacher Timetable Values Teach. qual. ValueCorrection Subs. Break Supervision

Home room (short name) 1,2

Lunch break Min,Max 4,6

Periods/day Min,Max 0,1

NTPs Min,Max

(L) Lunch break = NTP

(H) Sched. a.m./p.m. not both

(Y) Keep curr. loading pattern

☒ (R) Do not schedule in 1st last peric

Name	Full name	Room	NTPs	Periods/day	Lunch break	(R)
Gauss	Gauss		0,3	2,6	1,2	☐
New	Newton		0,1	4,6	1,2	☐
Hugo	Hugo		0,1	4,7	1,2	☐
Ander	Andersen		0,1	4,6	1,3	☐
Arist	Aristotle		0,1	4,6	1,2	☐
Callas	Callas		0,1	4,6	1,2	☒
Nobel	Nobel		0,1	4,6	1,2	☐
Rub				7	1,3	☐

Callas - Callas, Maria Ti

Time range

24 Periods/week

1 Unscheduled pers.

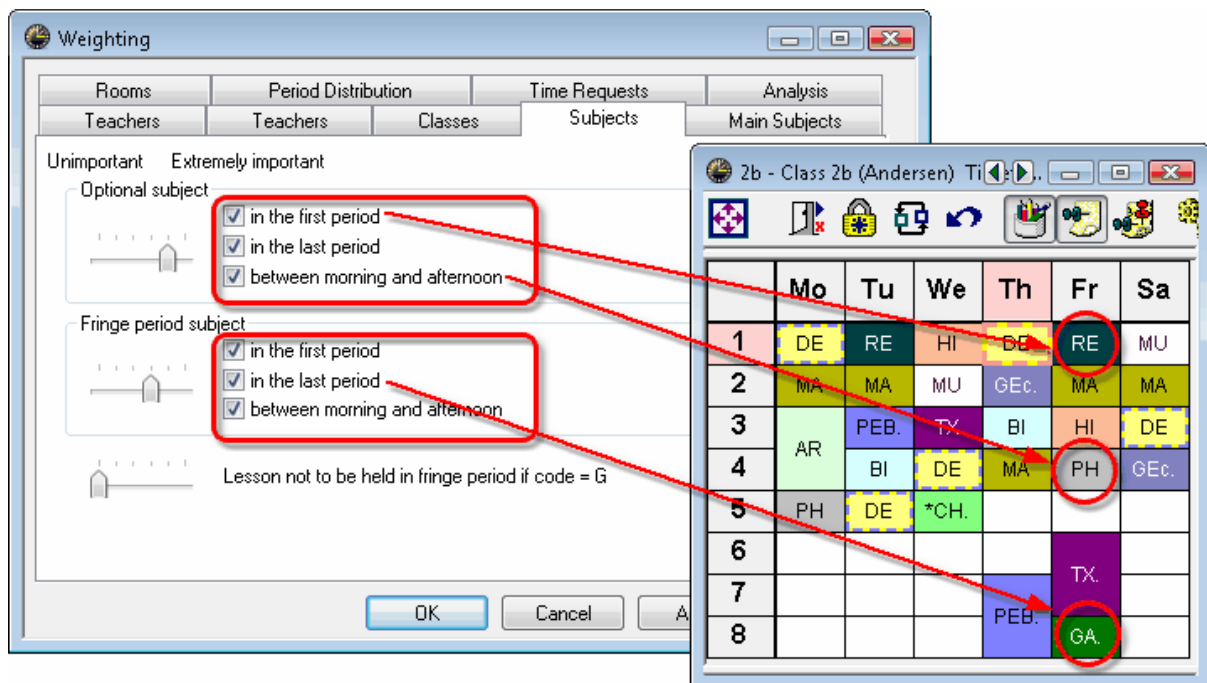
	Mo	Tu	We	Th	Fr	Sa
1	2a MU	2a AR		1a MU	-3	
2	1a MU		2b MU	2b DE	-3	2b DE
3	2b AR	1a AR	1b MU	1b AR	-3	
4			2b DE		-3	
5	2b MU		*2a. CH		-3	
6	4 AR				-3	
7				3a AR	-3	
8					-3	

Diagnosis	Wtg	Num
Input Data		45
Lessons		6
Class		14
Teacher		40
Too many NTP's	3	1
Double NTP		1
Lunchbreak too short	3	4
Lunchbreak too long	3	3
Half day requ.	4	3
Too few per./day	2	8
Too many pers./day	2	4
Consecutive pers.	3	5
One per./half day	3	10
1st & last per. occupied	4	1
Room		26
Subject		37
Students		

4.3 Fringe periods

If not all students of a class participate in a specific lesson (e.g. Religious Education, optional subjects) then this lesson is usually scheduled in a fringe period. This allows the other students to either come later or leave earlier. The last morning period which is followed by lessons in the afternoon after lunch break, is at times considered to be a fringe period, at times not.

For fringe period subjects and optional subjects you can define which periods may be scheduled in "Scheduling | Weighting | Subjects".



4.4 Critical periods

The diagnosis displays critical periods if in a certain period there are less teachers available than classes because of blocked periods (time request -3). This might be utterly unproblematic e.g. if this period is on Friday, last period, as this position is usually not occupied. However, this will be definitely a problem if this period is one of the core periods (period with time request +3). The latter case will inevitably lead to a core time violation.

Taken to the extreme, nonscheduled periods could be possible. This would happen if the maximum possible time grid equals exactly the number of periods of the class.

7 classes have to be scheduled on Monday, 1st period, but there are only 6 teachers available. So the lesson will not be scheduled at least one time.

Diagnosis	Wtg	Num
Input Data		46
Class		42
Subj. 1/day imposs.	4	1
Pos. time req. LBk	4	40
Critical per.	*	1
Teacher		1
Room		2
Lesson sequences		
Course Scheduling		
Lessons		1
Lessons		6
Class		14
Teacher		43
Room		26
Subject		37
Students		

Per.	Avail. classes	Avail. teach.
Mo-1	7	6

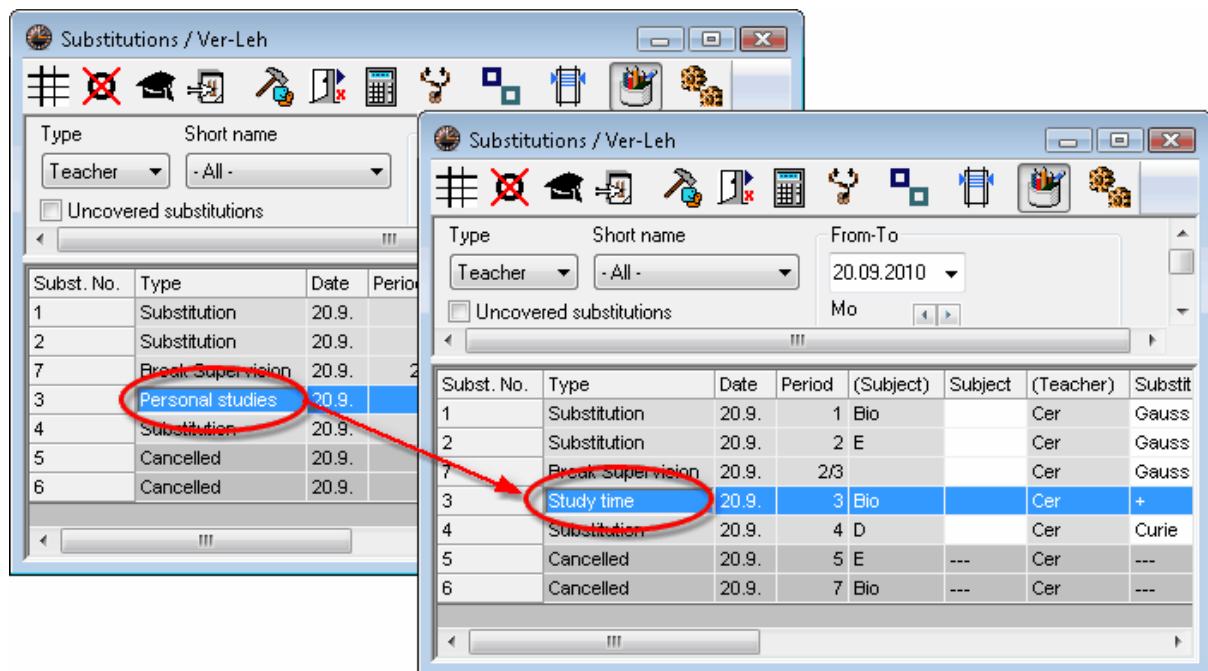
5 Cover planning

5.1 User-defined type of substitution

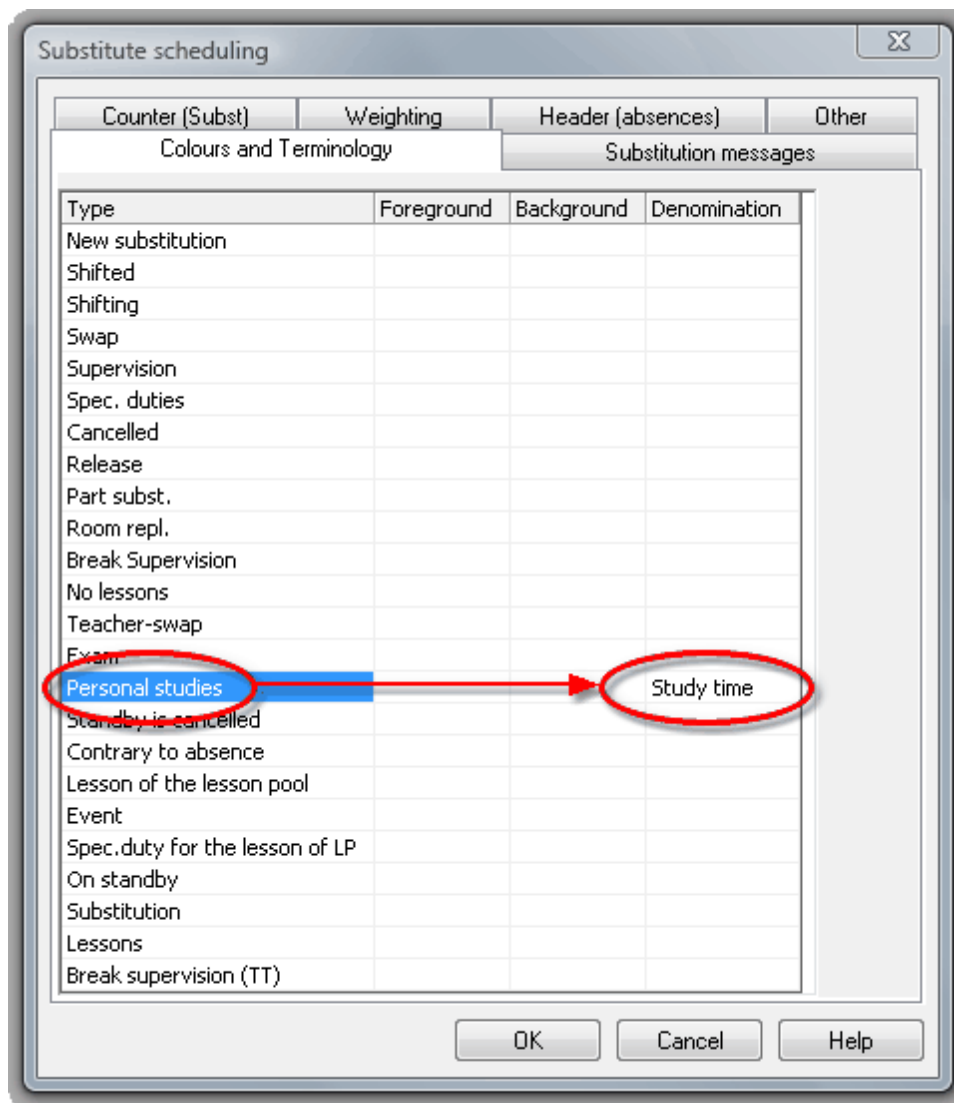
We have implemented a request that came from many users.

Now you can edit the term which describes the type of substitution (shift, swap, supervision etc.).

Let us assume you want to substitute the term "Personal studies" by "Study time".

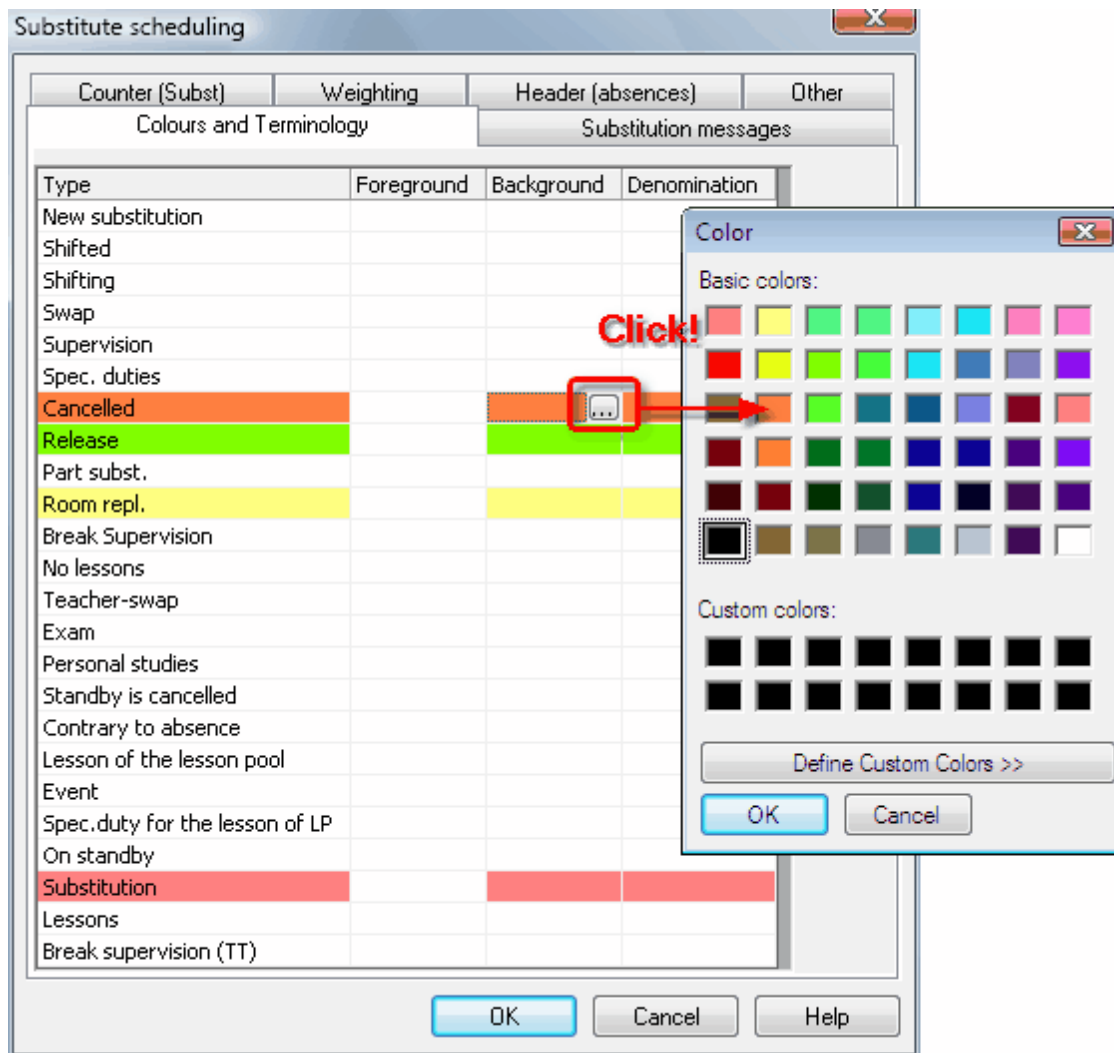


Via "Modules | Cover Planning | Settings..." you find the tab "Colours and Terminology". Here the new column "Denomination" is located next to the already known columns for the colour design. Select the line with the term that shall be replaced and enter the new term in the column "Denomination". In our example "Personal studies" was substituted by "Study time".

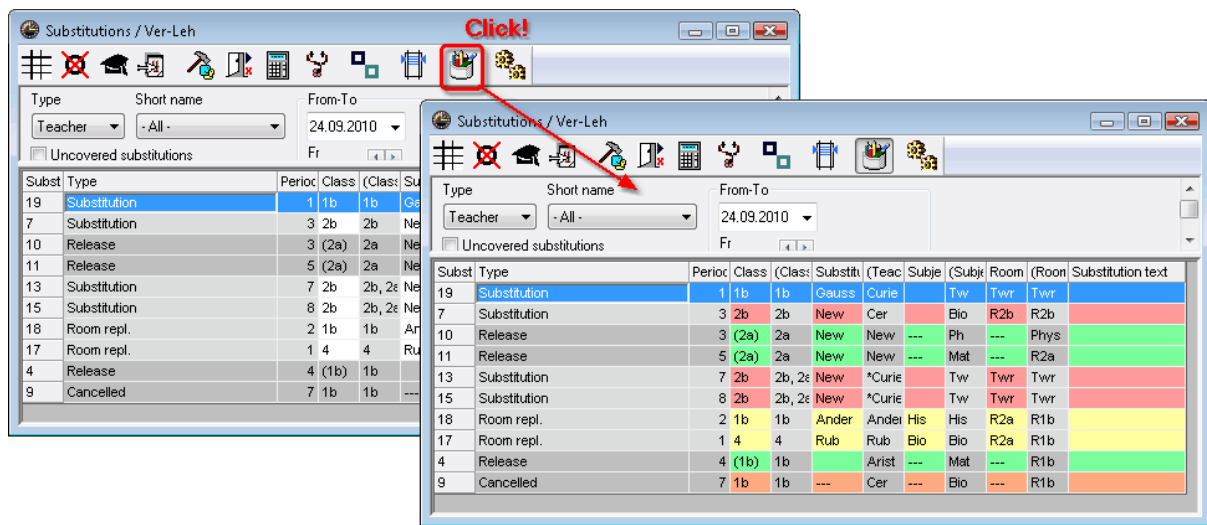


5.2 Show colours

You can assign a specific colour to a type of substitution via "Modules | Cover Planning | Settings..." on tab "Colours and Terminology".



You can show or hide the selected colours in the substitution window by clicking on the button <Show colours>.



Colours may appear in the printouts, optionally.

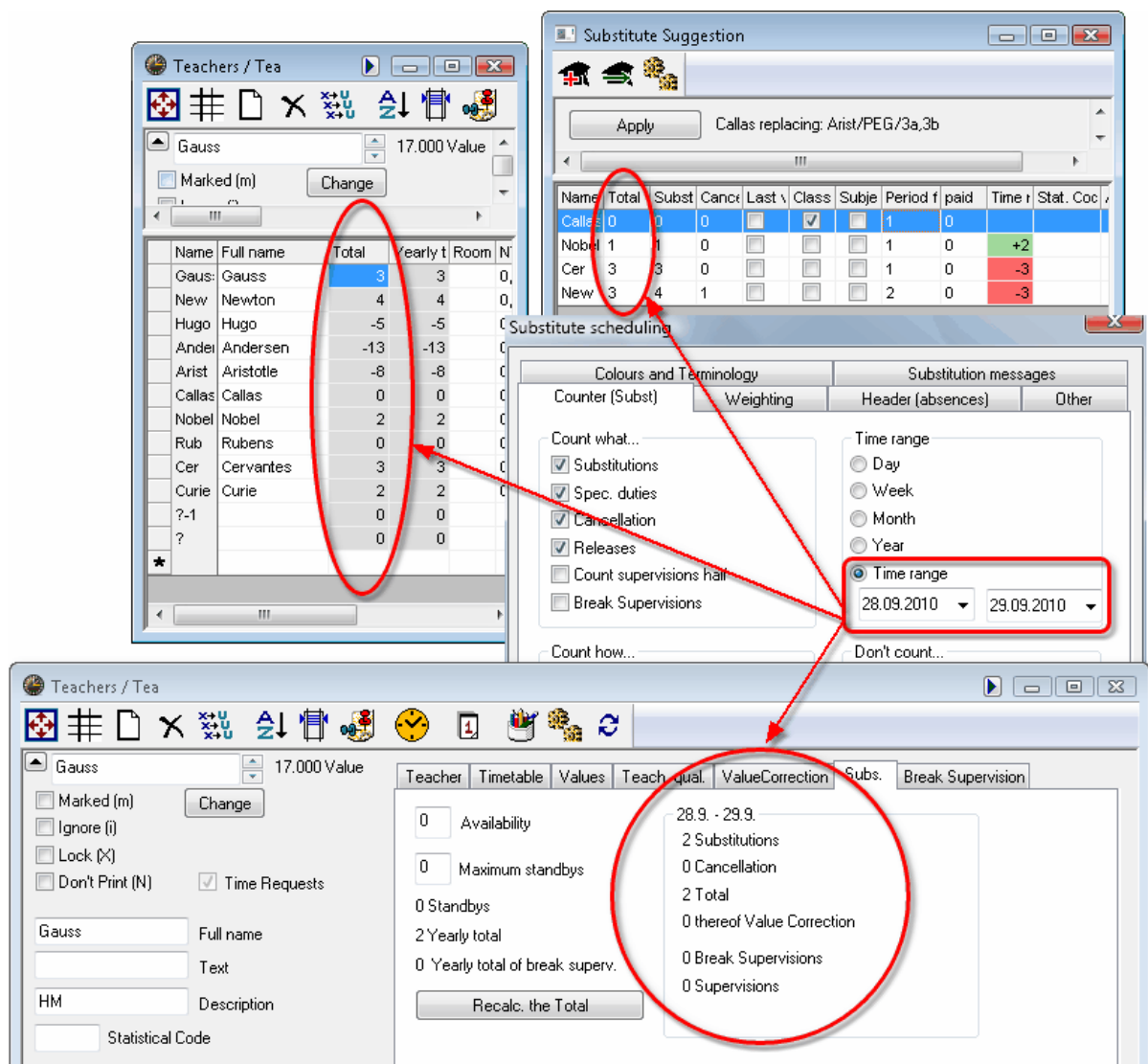
5.3 Variable time range of the counter

Until now you could set the time range of the substitution counter on day, week, month or year.

As of now, you can define any time range. This is very helpful if you want to adjust the time range to the length of a term or if you have frequent and severe alterations in the timetable (e.g. vocational schools).

The yearly total remains untouched, of course.

The settings can be entered via "Modules | Cover Planning | Settings..." on tab "Counter (Subst)".



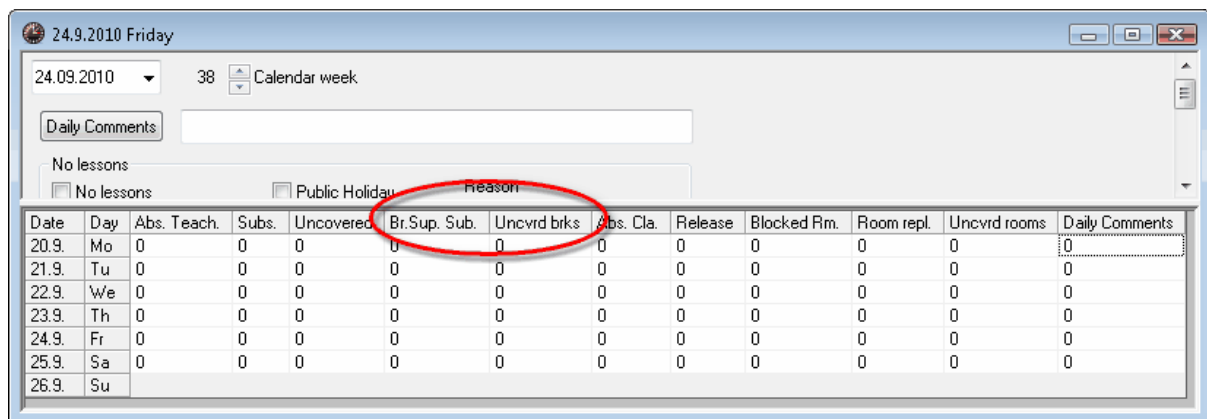
The figure above shows the counter - adjusted to the set time range - in the substitution suggestion and in both the table view and the form view of master data teachers.

5.4 Calendar

There are two innovations in the calendar of the cover planning.

Break supervisions

The calendar was extended by two columns. The number of break supervision substitutions both total and uncovered is displayed in one column each.



24.9.2010 Friday

24.09.2010 38 Calendar week

Daily Comments

No lessons

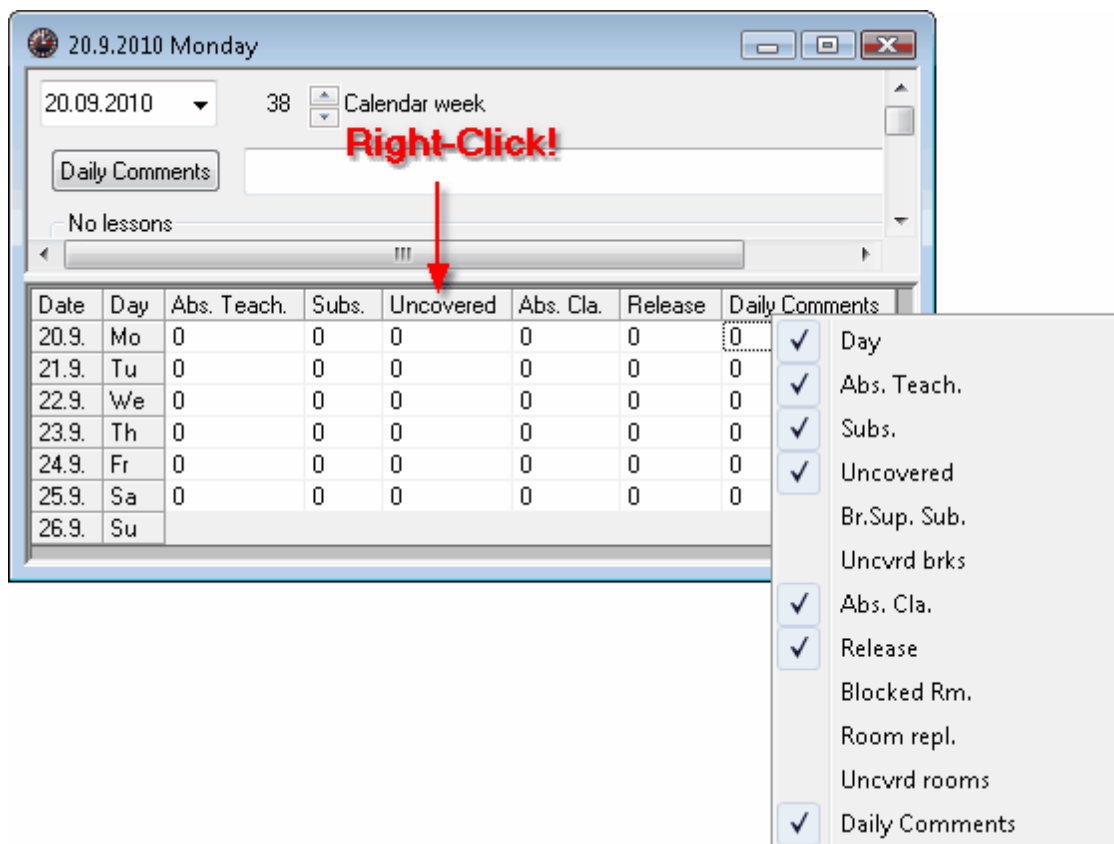
☐ No lessons ☐ Public Holiday

Date	Day	Abs. Teach.	Subs.	Uncovered	Br.Sup. Sub.	Uncvrd brks	Abs. Cla.	Release	Blocked Rm.	Room repl.	Uncvrd rooms	Daily Comments
20.9.	Mo	0	0	0	0	0	0	0	0	0	0	0
21.9.	Tu	0	0	0	0	0	0	0	0	0	0	0
22.9.	We	0	0	0	0	0	0	0	0	0	0	0
23.9.	Th	0	0	0	0	0	0	0	0	0	0	0
24.9.	Fr	0	0	0	0	0	0	0	0	0	0	0
25.9.	Sa	0	0	0	0	0	0	0	0	0	0	0
26.9.	Su											

User defined settings

Now you can define the columns and the order of the columns that are displayed in the calendar.

Make a right-click on the column heading and a dialogue appears. In this dialogue you can select which columns shall be displayed. Ticked items are shown, items without a tick are hidden.



20.9.2010 Monday

20.09.2010 38 Calendar week

Daily Comments

No lessons

Right-Click!

Date	Day	Abs. Teach.	Subs.	Uncovered	Abs. Cla.	Release	Daily Comments
20.9.	Mo	0	0	0	0	0	0
21.9.	Tu	0	0	0	0	0	0
22.9.	We	0	0	0	0	0	0
23.9.	Th	0	0	0	0	0	0
24.9.	Fr	0	0	0	0	0	0
25.9.	Sa	0	0	0	0	0	0
26.9.	Su						

- ☒ Day
- ☒ Abs. Teach.
- ☒ Subs.
- ☒ Uncovered
- ☐ Br.Sup. Sub.
- ☐ Uncvrd brks
- ☒ Abs. Cla.
- ☒ Release
- ☐ Blocked Rm.
- ☐ Room repl.
- ☐ Uncvrd rooms
- ☒ Daily Comments

5.5 Entry of absences for master classes

After marking a master class absent you have the possibility to mark all partial classes of this master class as absent.

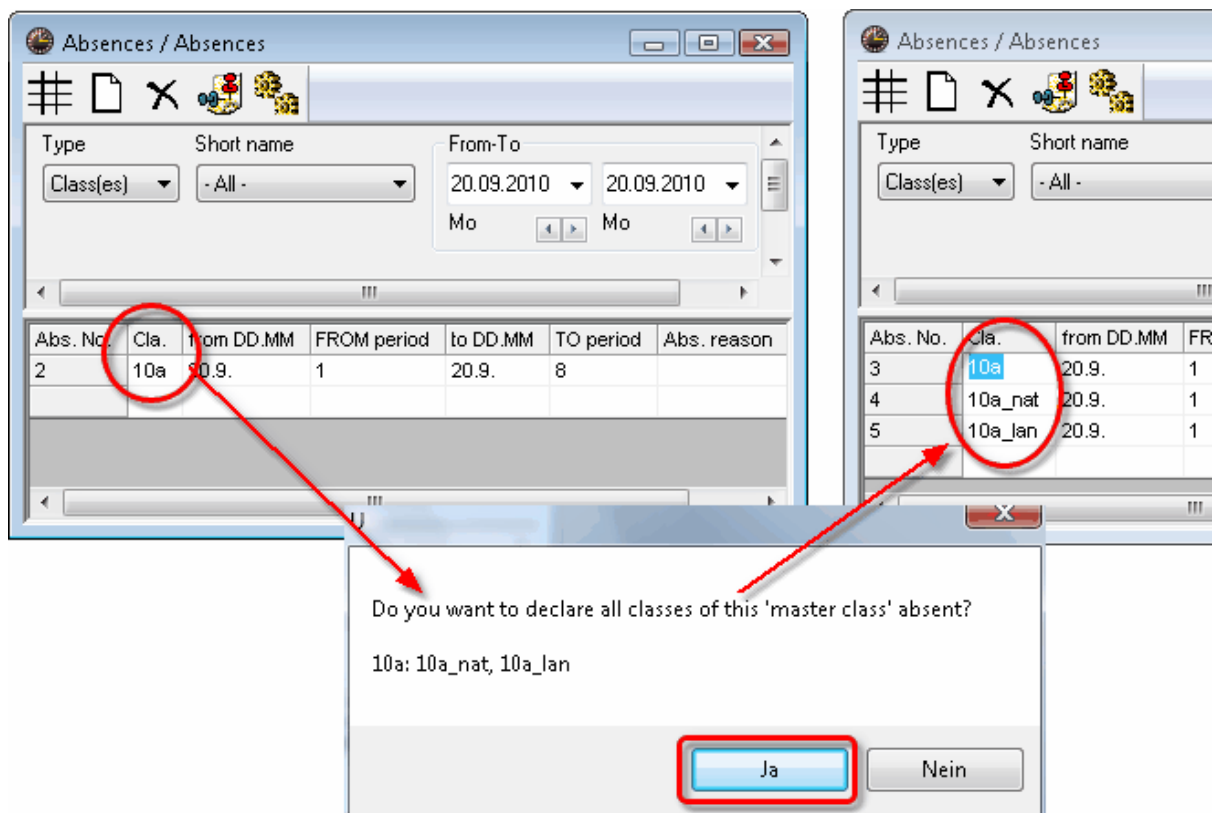
In our example we want to focus on the master class 10a with its partial classes 10a_nat and 10a_lan.

The screenshot shows the Untis 2010 software interface. The main window displays a class schedule grid for Monday, Tuesday, and Wednesday. The grid has 10 rows and 3 columns. The first row is labeled '1' and contains 'Bu M', 'Hu L', 'Pr D', 'Wi F', and 'Pm Ph'. The second row is labeled '2' and contains 'Pr D', 'Fs G', 'Bu M', 'Wi F', and 'G'. The third row is labeled '3' and contains 'Bu Ph', 'Wi F', 'Fs Sk', 'Hö E', 'Bu Ph', and 'Pm Ph'. The fourth row is labeled '4' and contains 'So B', 'Bu M', 'Wi F', 'Bu Ph', 'Pm M', 'Pr D', 'Wi F', and 'Hu L'. The fifth row is labeled '5' and contains 'Hö E', 'DI CL', 'Hu L', 'Sf K', 'So B', 'DI C', and 'Pm M'. The sixth row is labeled '6' and contains 'Wi F', 'Pm M', 'DI C', 'Hö E', 'Mt Dü', 'Mu Ku', and 'Sf K'. The seventh row is labeled '7' and contains 'Bd WR'. The eighth row is labeled '8' and contains 'Bd WR'. The ninth row is labeled '9' and contains 'Bd WR'. The tenth row is labeled '10' and contains 'Bd WR'.

The 'Classes / Cla' dialog box is open, showing a list of classes. The 'Master class' is '10a' (Class 10a). The 'Partial class' entries are '10a_nat' (Class 10a_natural science) and '10a_lan' (Class 10a_language). The dialog box also shows the 'TT title' and 'Cl. Grp.' for each class.

Name	Full name	TT title	Cl. Grp.
10a	Class 10a	10a	1
10a_nat	Class 10a_natural science	10a	2
10a_lan	Class 10a_language	10a	2

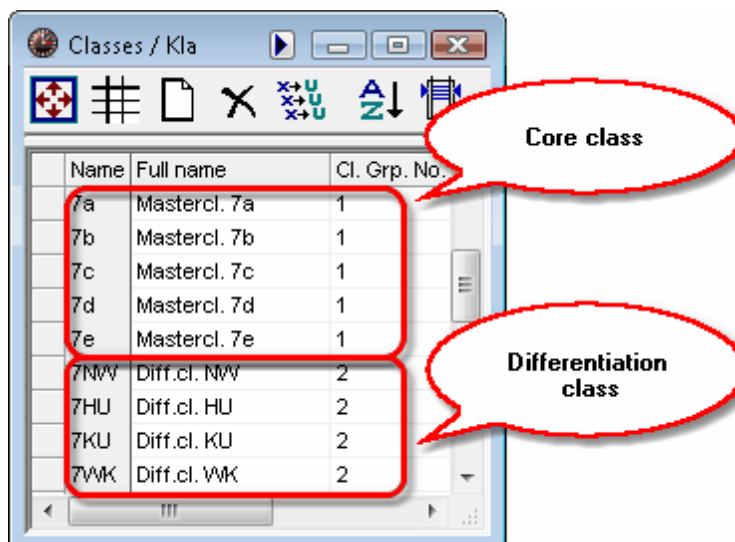
We mark class 10a absent and the following query appears: "Do you want to declare all classes of this 'master class' absent?". Answer with <Yes> and the partial classes 10a_nat and 10a_lan are marked absent, too.



5.6 Class groups

The concept of class groups is, as of now, applied in cover planning, too. The functionality of class groups is explained in detail in the user manual "Timetable", chapter "Class groups".

Our example shows five core classes with the class group code 1 and four differentiation classes with the class group code 2.



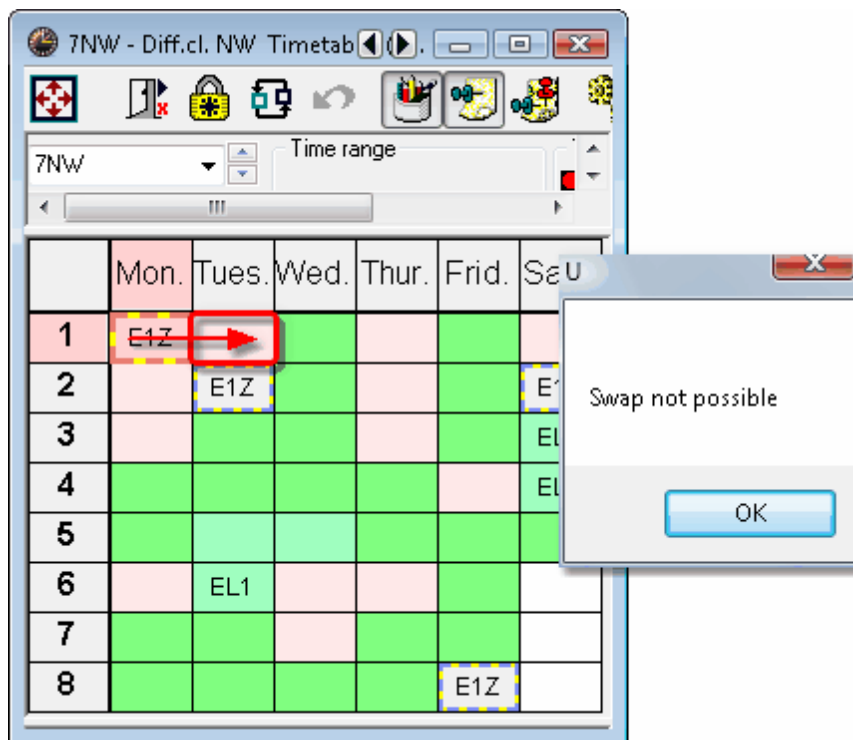
A core class can be composed of students of all differentiation classes whereas a differentiation class can be constituted by students of all core classes.

If you place a class with class group code 1 to a position at which a class with class group code 2 has already a period scheduled then a clash is possible as there might be students who are attending the lessons of both class groups.

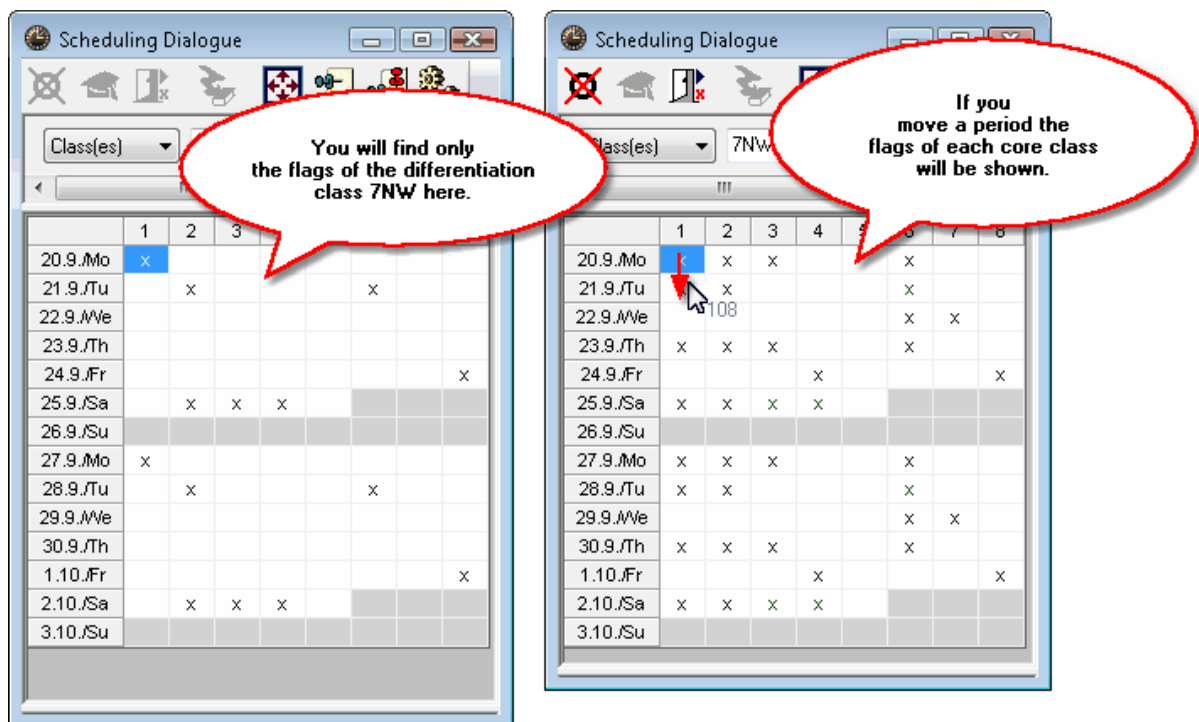
Let us assume we move Mo-1 to Tu-1 in class 7NW. A quick analysis of the timetables shows that a clash is inevitable if a student of the differentiation class 7NW is at the same time a student of the core class 7b or 7d.

The innovation is that these possible conflicts are displayed in the timetable and in the scheduling dialogue of cover planning.

By moving the first period on Monday of class 7NW to Tuesday, first period, you can see that the field is marked red. If you nevertheless drop the lesson there, you receive the message that a swap is not possible.



As soon as you move a period in the scheduling dialogue, the period flags of the other class group are displayed to point out possible clashes.



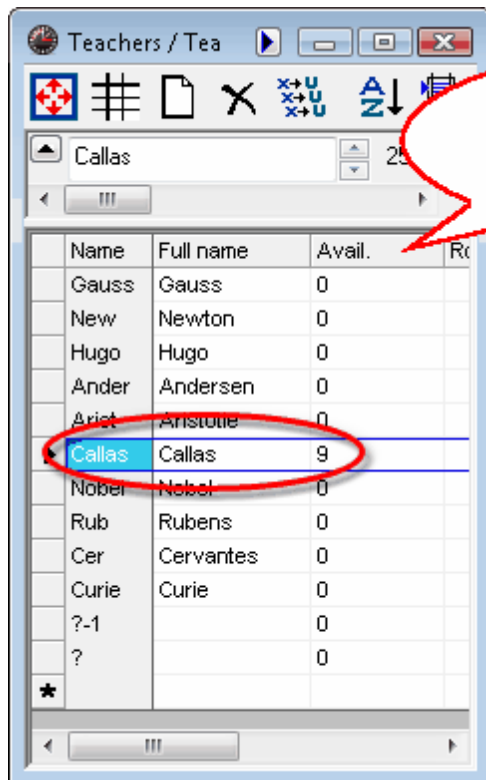
A shift without query is possible in the scheduling dialogue as there is not necessarily a clash when a

core class and a differentiation class are taught at the same time.

In our example a shift would be possible if there are no students of the core classes 7b and 7d in the differentiation class 7NW.

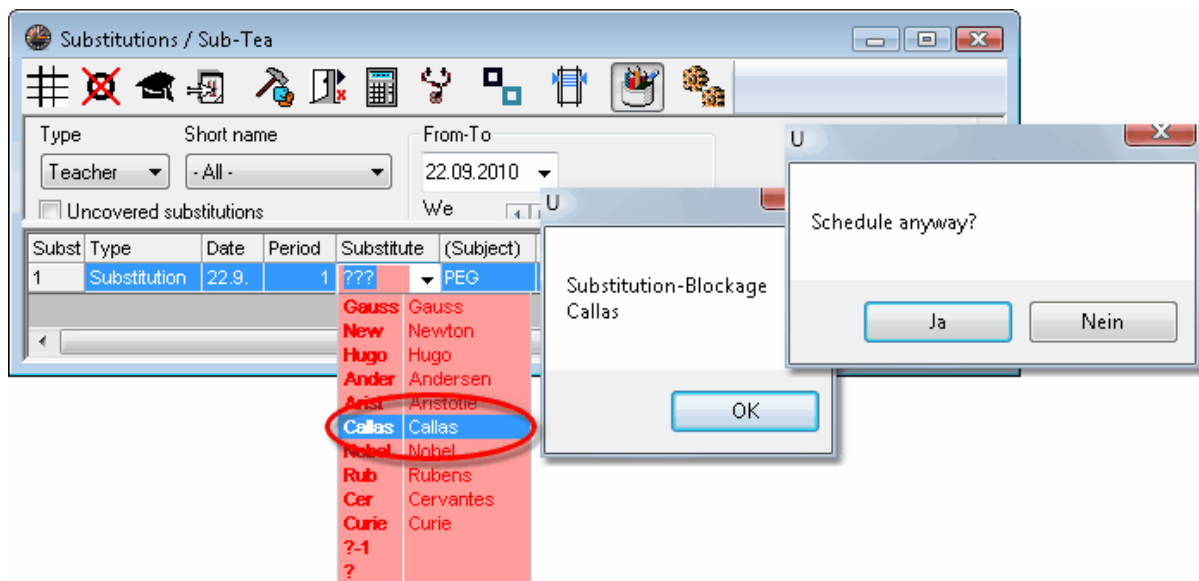
5.7 Substitution ban warning

With the availability you can obtain that teachers who would be in principle available for substitution shall not be assigned to cover classes. The entry "9" in the column availability in "Master Data | Teachers" is equivalent to a substitution ban. You find more about this in the manual "Cover Planning", chapter "Availability".



Name	Full name	Avail.
Gauss	Gauss	0
New	Newton	0
Hugo	Hugo	0
Ander	Andersen	0
Arist	Aristotle	0
Callas	Callas	9
Nobel	Nobel	0
Rub	Rubens	0
Cer	Cervantes	0
Curie	Curie	0
?-1		0
?		0

The availability 9 is entered for teacher Callas. If you want to assign her to a substitution, you get a notice that she is banned for substitutions. If you still want to assign her you have to confirm another time.



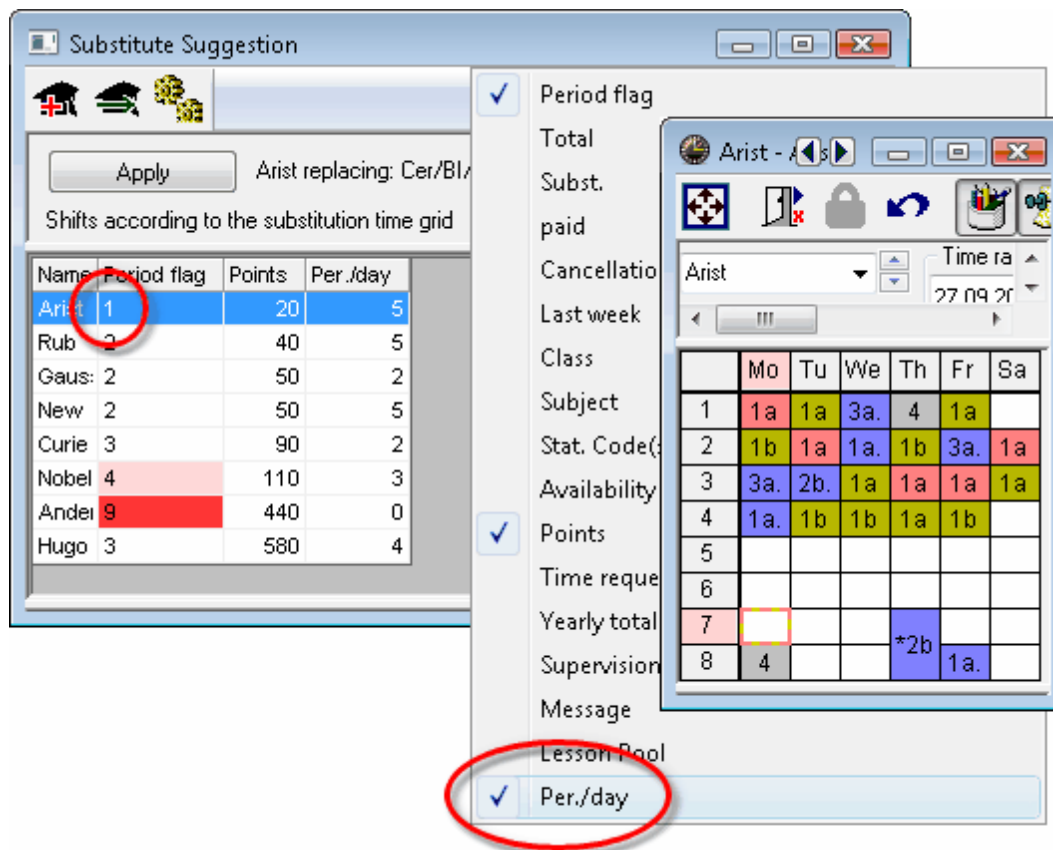
This feature was implemented some while ago with break supervisions. However, with normal substitutions it is new.

5.8 Substitution suggestion

You can display the actual number of periods per day of a teacher (including substitution data) in the substitution suggestion. In addition there is a weighting implemented which can move teachers who are already teaching many periods on this particular day down the list.

With a right mouse click you can show and hide columns in the substitution suggestion. At the bottom you find the new column "Per./day".

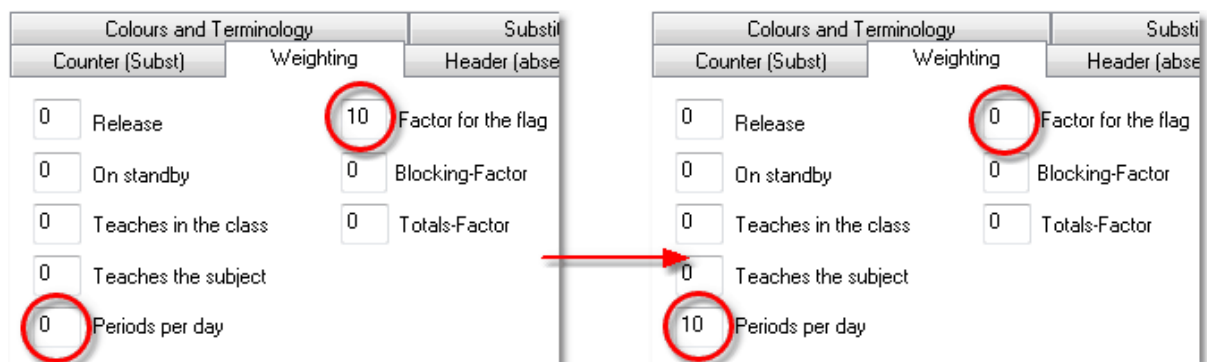
In the figure below you can see that teacher Arist is teaching already five periods on Monday (see timetable as well). Additionally he is suggested for a substitution in period 7.



The weighting ("Modules | Cover Planning | Settings...", tab "Weighting") to the figure above can be seen on the left side of the figure below. Only the factor for the flag has an entry making Arist - with the lowest period flag - the person ranked highest in the list.

Now we change the weighting:

- We change the entry "Periods per day" from 0 to 10.
- We lower the factor for the flag from 10 to 0.



The figure above shows the new settings on the right side. Now, only the number of periods per day is

decisive for the ranking of the possible substitute teachers.

A new activation of the substitution suggestion shows that the order has changed. Now Curie is placed on top of the list as she is teaching only two periods on this day.

The 'Substitute Suggestion' window displays a table of teachers and their availability. The 'Curie' window shows a grid of shifts for the teacher 'Curie'.

Name	Period flag	Points	Per./day
Gaus	2	20	2
Curie	3	20	2
Nobel	4	30	3
New	2	50	5
Arist	1	50	5
Rub	2	50	5
Hugo	3	540	4

The 'Curie' window shows a grid of shifts for the teacher 'Curie'. The grid is as follows:

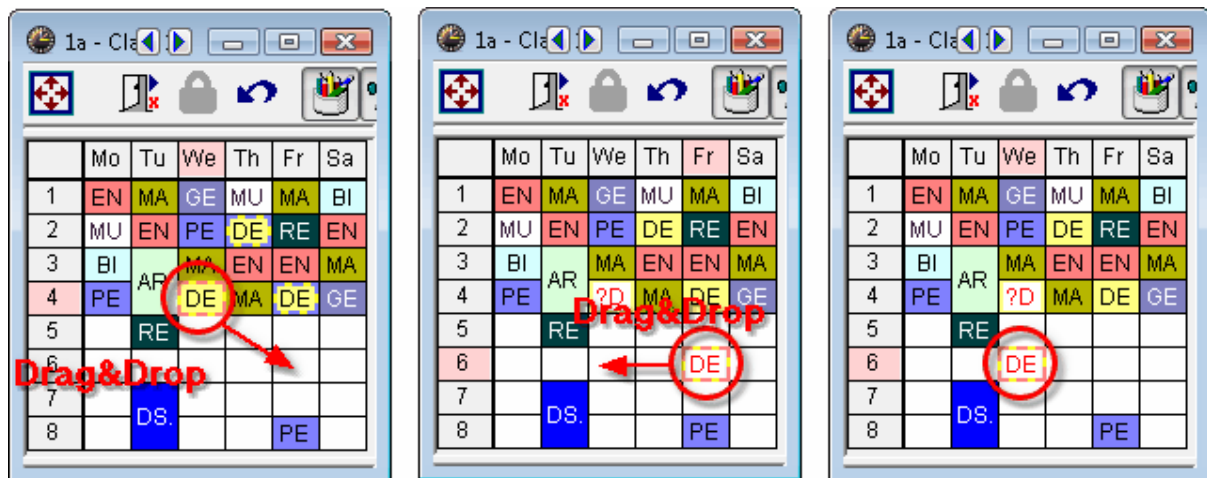
	Mo	Tu	We	Th	Fr	Sa
1	4.	4.			1b	
2			3b			
3		3b.	2b	3a.		
4	3a.					
5						
6			3a.			
7		1a.		4.	2b.	
8						

This new setting is very beneficial for schools at which the teachers are present the whole day. In this case the factor for the flag might be less important than the setting "Periods per day".

5.9 Shifts

Shifting of shifts

A shift can be further shifted as often as you wish.

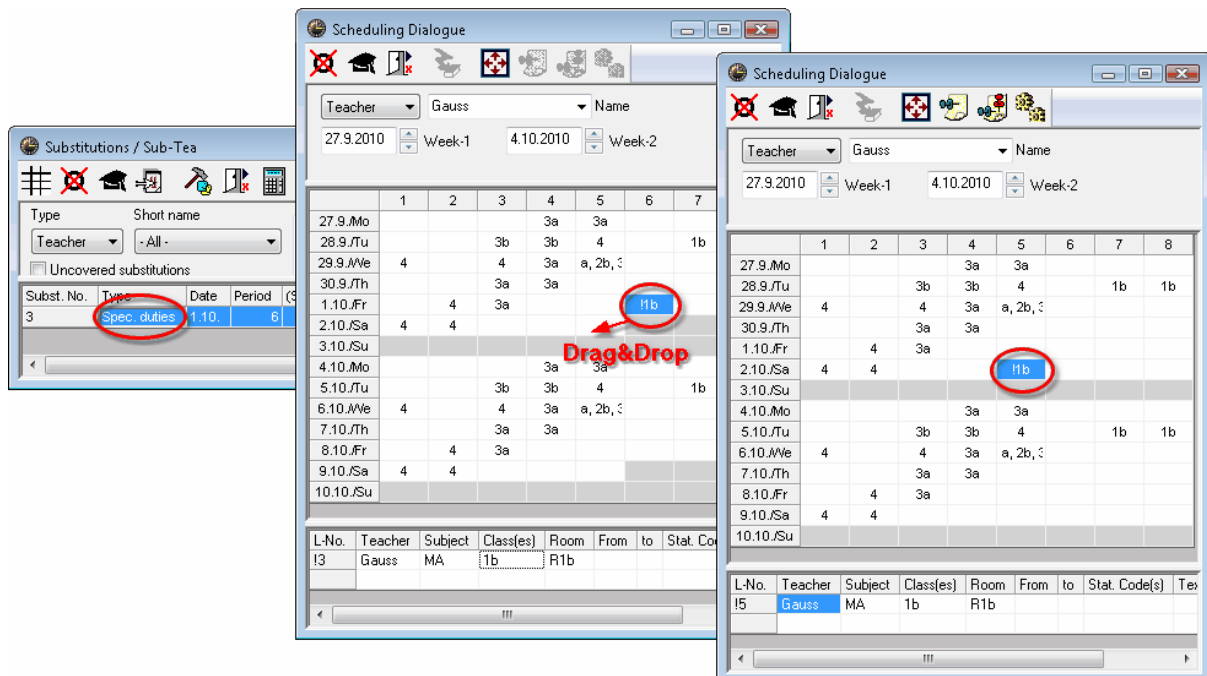


In our example we shift DE from We-4 to Fr-6. This was already possible. The second step shifts DE from Fr-6 to We-6. This was not possible before.

Of course the shifting of shifts is possible in the scheduling dialogue, too.

Shifting of special duties

Similarly to the points mentioned above, you can shift special duties, too.

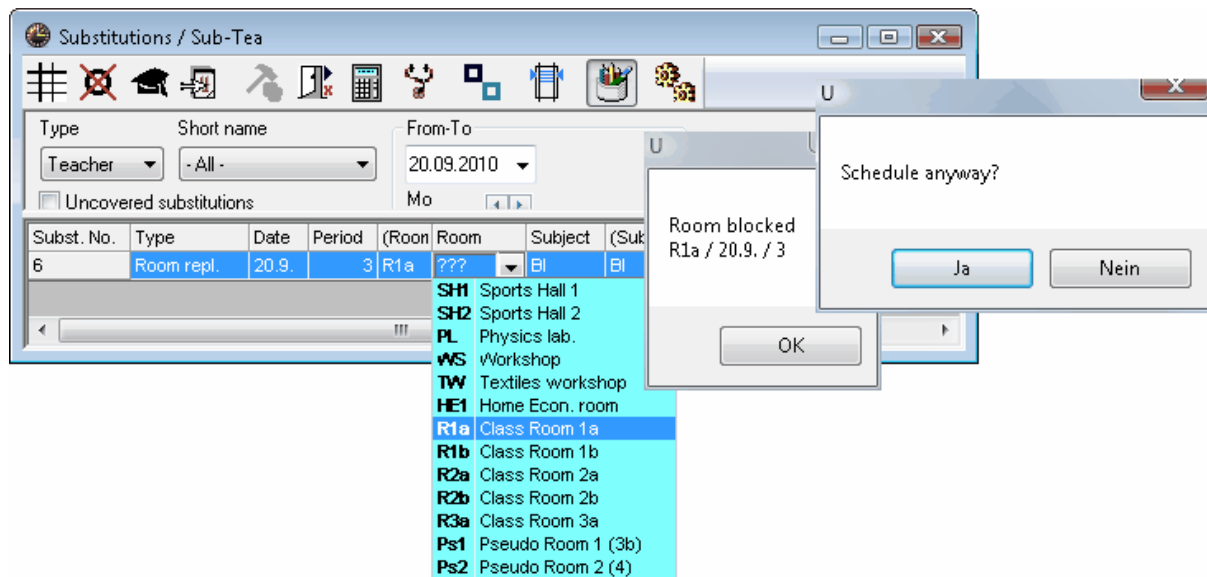


Of course the shifting of shifts is possible in the timetable, too.

5.10 Assign blocked rooms

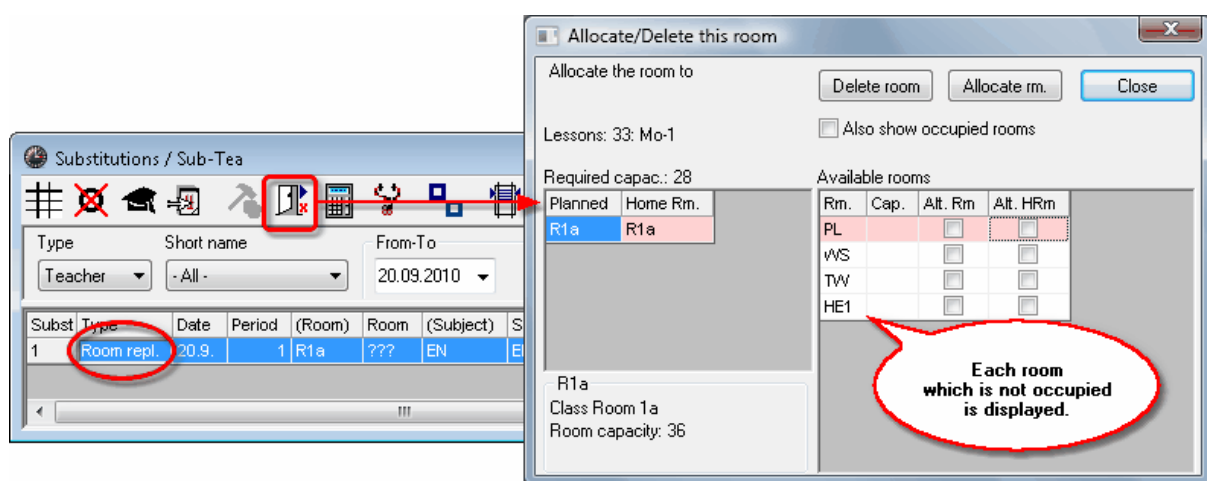
Until now it was possible to assign an absent teacher as his own substitute in spite of his absence. Now you can use the same function with rooms, too. I.e. you can assign a blocked room. As the usage of blocked rooms is not very common, you first get a notice that the room is blocked and second you have to confirm that you really want to assign this room.

In our example the room R1a is blocked in period 3. The replacement room is again room R1a. you see both dialogues that allow you to assign the room anyway.



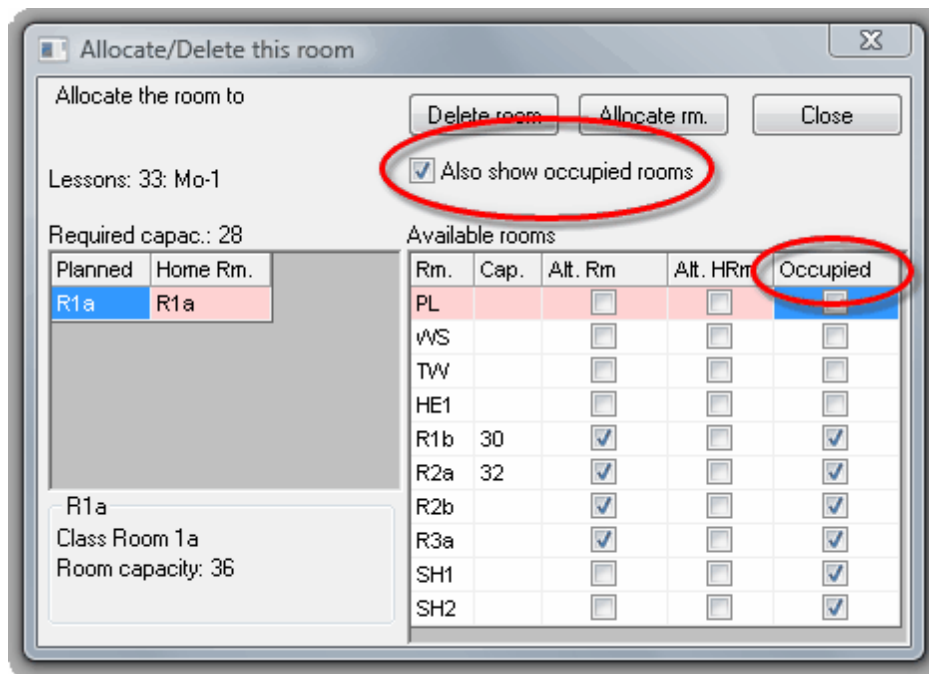
5.11 Room allocation - occupied rooms

While searching for a replacement room via the button '<Allocate/Delete this room>' you could select only empty rooms in the substitution dialogue until now.

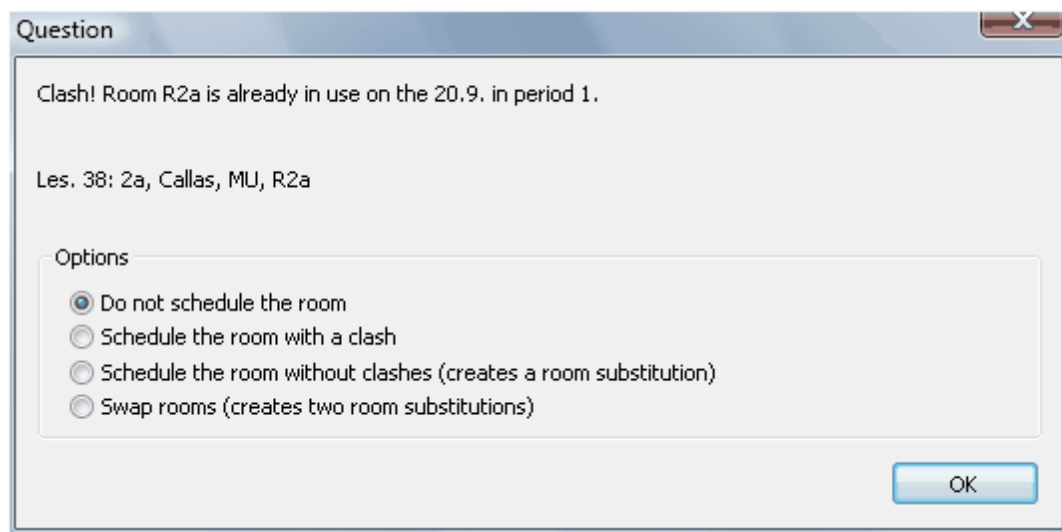


Now you can display all the occupied rooms, too. Just tick the option "Also show occupied rooms". By

ticking this option another column appears, indicating whether a room is occupied or not.



The following query appears if you select an occupied room via the button <Allocate rm.>.



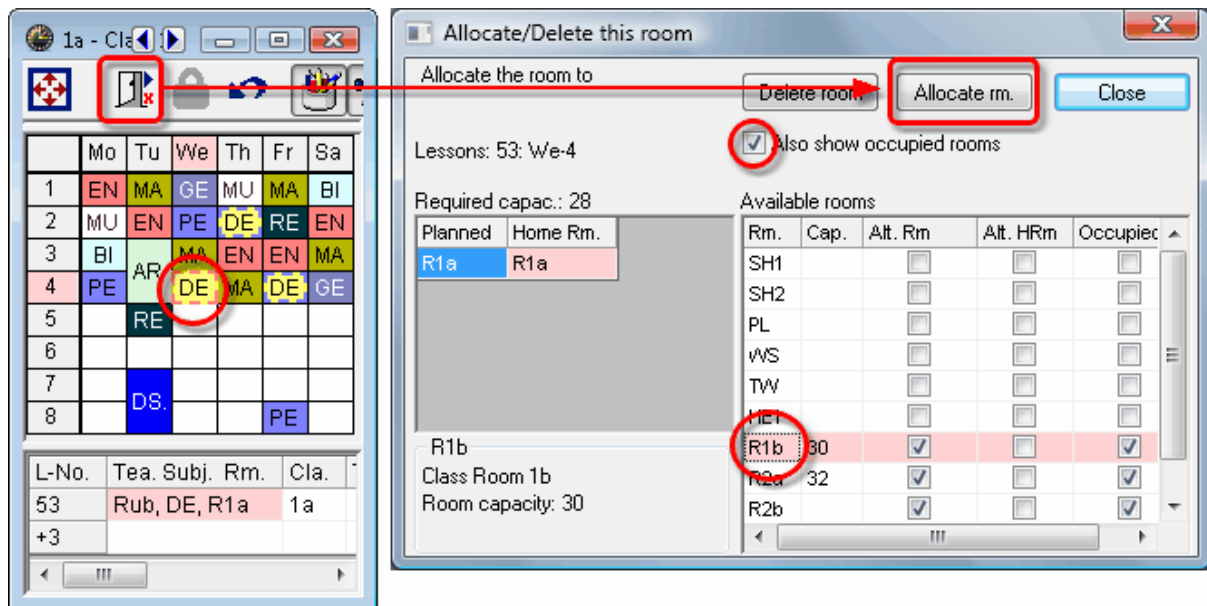
You have four options. The last one is an innovation in the version 2010 therefore it is discussed in detail below.

5.12 Room swaps

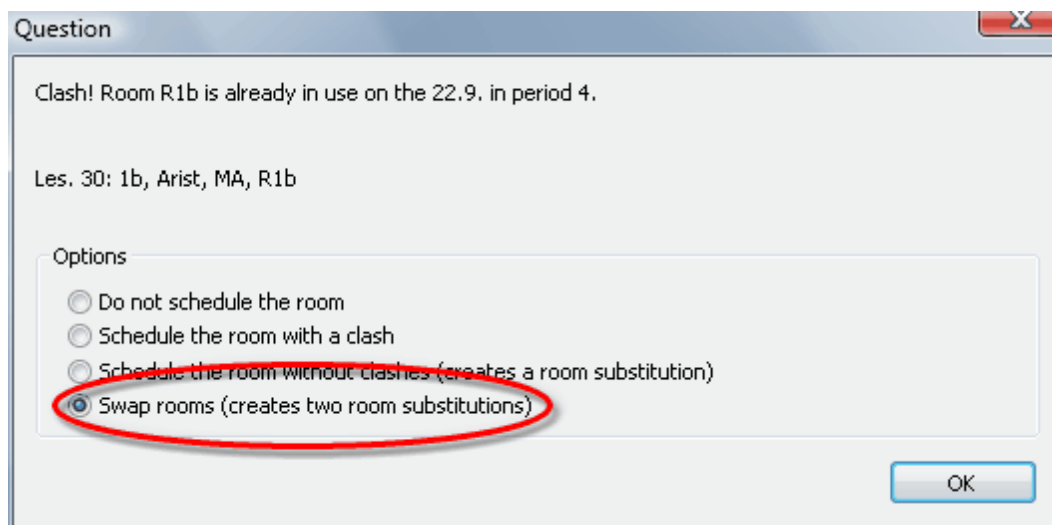
The room allocation is also possible in the timetable. The swapping of rooms is made much easier as the following example demonstrates.

The classes 1a and 1b shall swap rooms on Wednesday, fourth period.

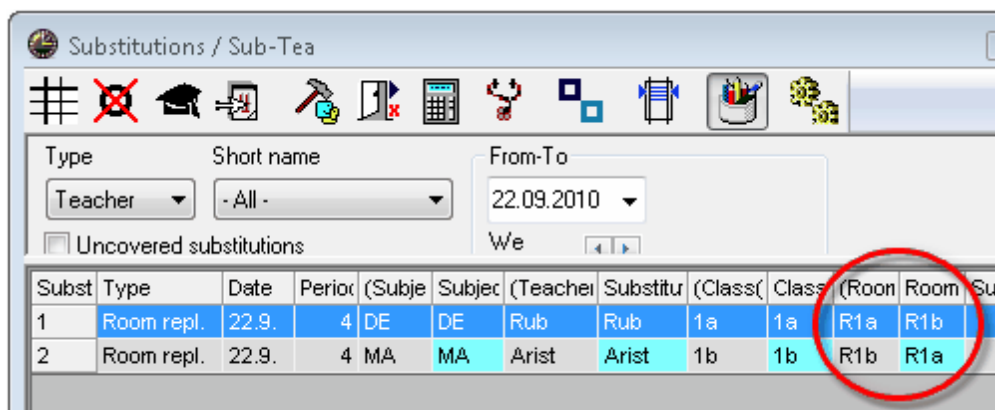
We activate We-4 in the timetable of class 1a and click on the button <Allocate/Delete rooms>. In the dialogue that appears we tick the option "Also show occupied rooms" and now we can assign the room R1b to the class 1a.



As the room is already occupied, we have four possibilities to select from. We select "Swap rooms". Now class 1a is taught in room R1b and class 1b is taught in room R1a.

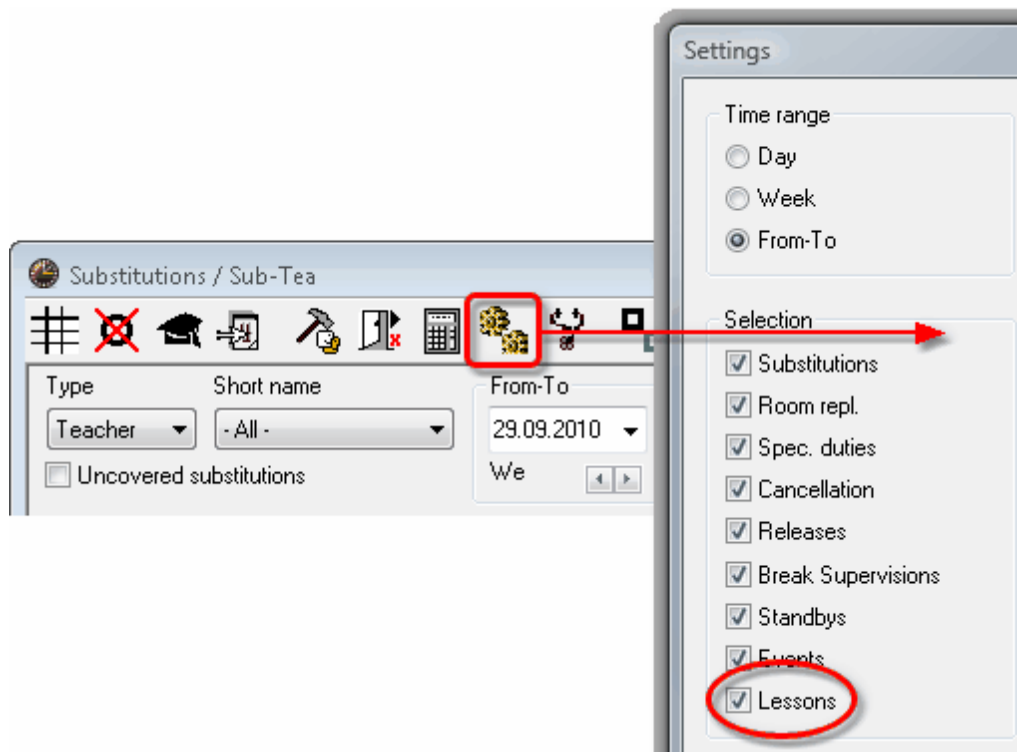


The two room substitutions resulting from the room swap are now displayed in the substitution window.



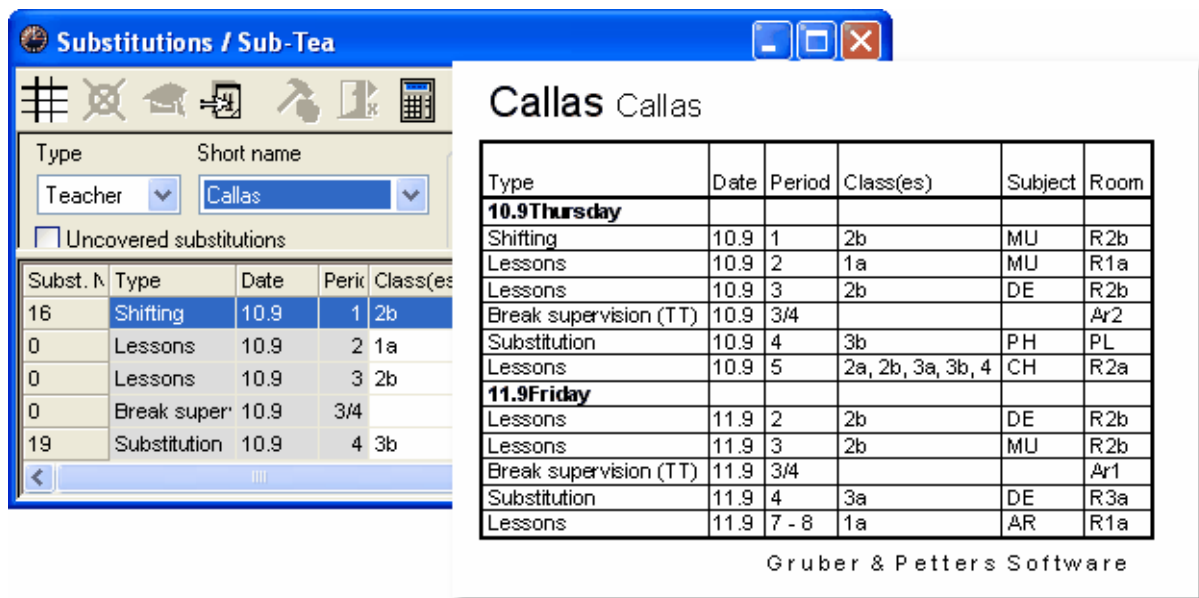
5.13 List of periods

You can find the new option "Lessons" in the settings of the substitution window under "Selection".



This additional option allows you to integrate the regular lessons into the substitution window and hence in the substitution lists, too.

Now you can create a timetable as a list including all releases and substitutions as you can see in the following example.



Substitutions / Sub-Tea

Type: Teacher Short name: Callas

☐ Uncovered substitutions

Subst. N	Type	Date	Period	Class(es)	Subject	Room
16	Shifting	10.9	1	2b		
0	Lessons	10.9	2	1a	MU	R1a
0	Lessons	10.9	3	2b	DE	R2b
0	Break super	10.9	3/4			Ar2
19	Substitution	10.9	4	3b	PH	PL
					CH	R2a
10.9 Thursday						
	Lessons	10.9	2	1a	MU	R1a
	Lessons	10.9	3	2b	DE	R2b
	Break supervision (TT)	10.9	3/4			Ar2
	Substitution	10.9	4	3b	PH	PL
	Lessons	10.9	5	2a, 2b, 3a, 3b, 4	CH	R2a
11.9 Friday						
	Lessons	11.9	2	2b	DE	R2b
	Lessons	11.9	3	2b	MU	R2b
	Break supervision (TT)	11.9	3/4			Ar1
	Substitution	11.9	4	3a	DE	R3a
	Lessons	11.9	7 - 8	1a	AR	R1a

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5.14 Substitution lists

In the substitution lists lines are condensed if they have the same content and if they are one below the other.

In our example Alfred Nobel has to cover three substitutions for Maestra Callas. These substitutions are identical except for the periods. Until now, every period had its own substitution line. The only difference was the number of the period.

These substitutions are from now on condensed. In the field "Period" you find now the time range of the substitution.

From version 2010: Teacher 23.9./Thursday

Subst. No.	Substitute	Period	Class(es)
1	Nobel	3 - 5	1 b

So far:

Subst. No.	Substitute	Period	Class(es)
1	Nobel	3	1 b
2	Nobel	4	1 b
3	Nobel	5	1 b

5.15 Suggestion for the break supervision

Similarly to substitution suggestion you can show and hide the columns in the substitution suggestion for the break supervisions.

By right-clicking on a column heading a dialogue appears which enables you to show and hide columns by adding respectively removing the tick.

5.17 Special duty - student timetable

If you are working with the module Student Timetable or Course Scheduling then you can enter from now on the students when you create a special duty in the scheduling dialogue.

Enter the special duty in the scheduling dialogue and click on the button in the field "Students".

Scheduling Dialogue

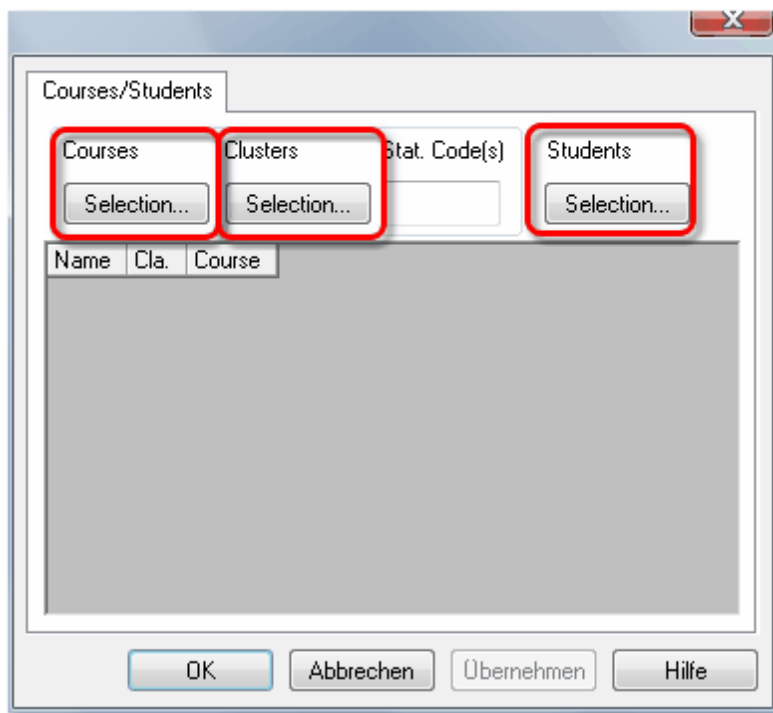
Teacher: Hero Name: _____

20.9.2010 Week-1 27.9.2010 Week-2

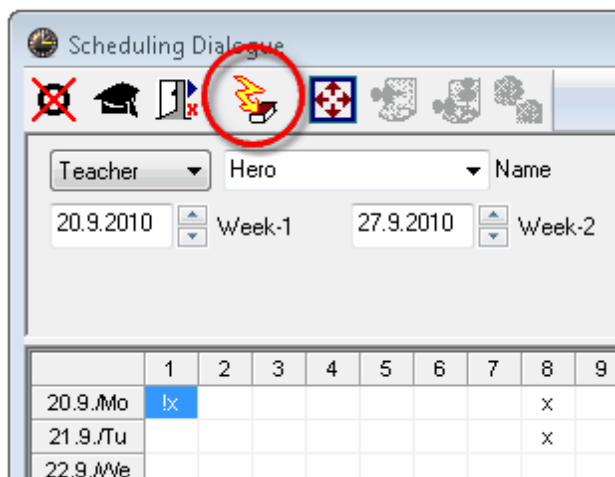
	1	2	3	4	5	6	7	8	9	10
20.9./Mo	lx							x		
21.9./Tu								x		
22.9./We										
23.9./Th										
24.9./Fr			x	x						
25.9./Sa										
26.9./Su										
27.9./Mo								x		
28.9./Tu								x		
29.9./We										
30.9./Th										
1.10./Fr			x	x						
2.10./Sa										
3.10./Su										

L-No.	Teacher	Subject	Class(es)	Room	From	to	Stat.	Code(s)	Text	Students
!1	Hero	ch2		r11						...

A dialogue appears in which you can select the students via the courses, the clusters or directly.



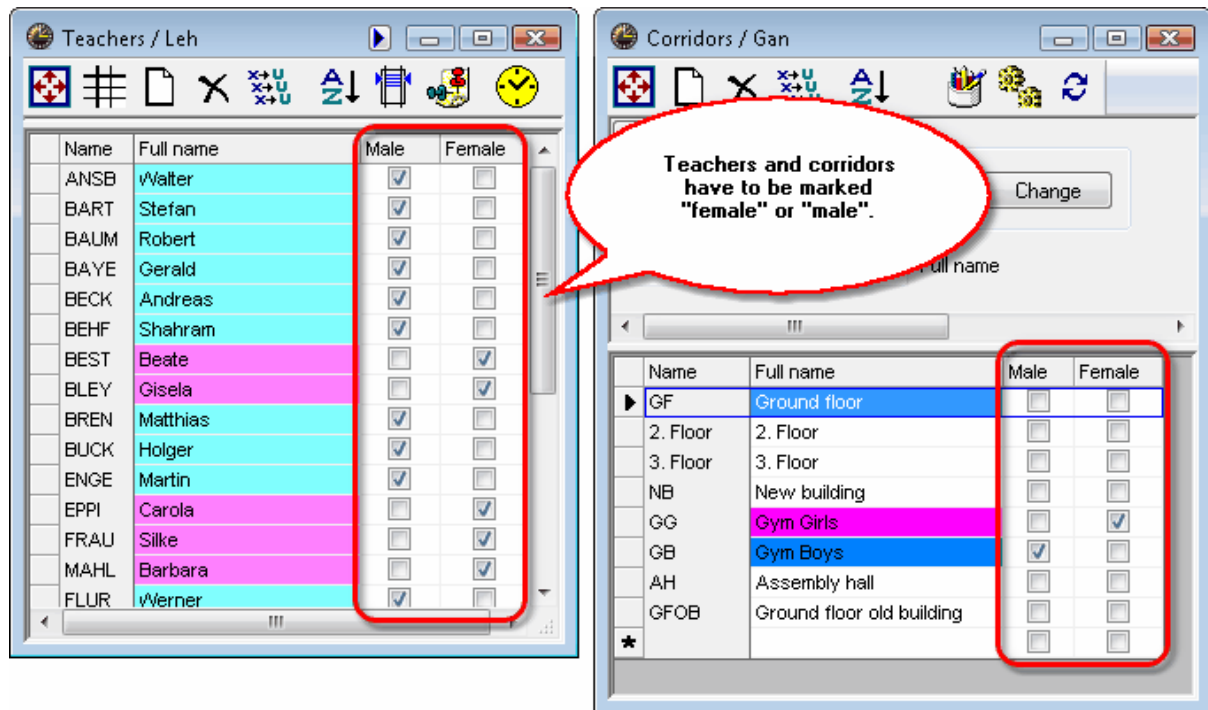
The button <Conflicts> helps you to determine if the selection of the students leads to conflicts with other lessons.

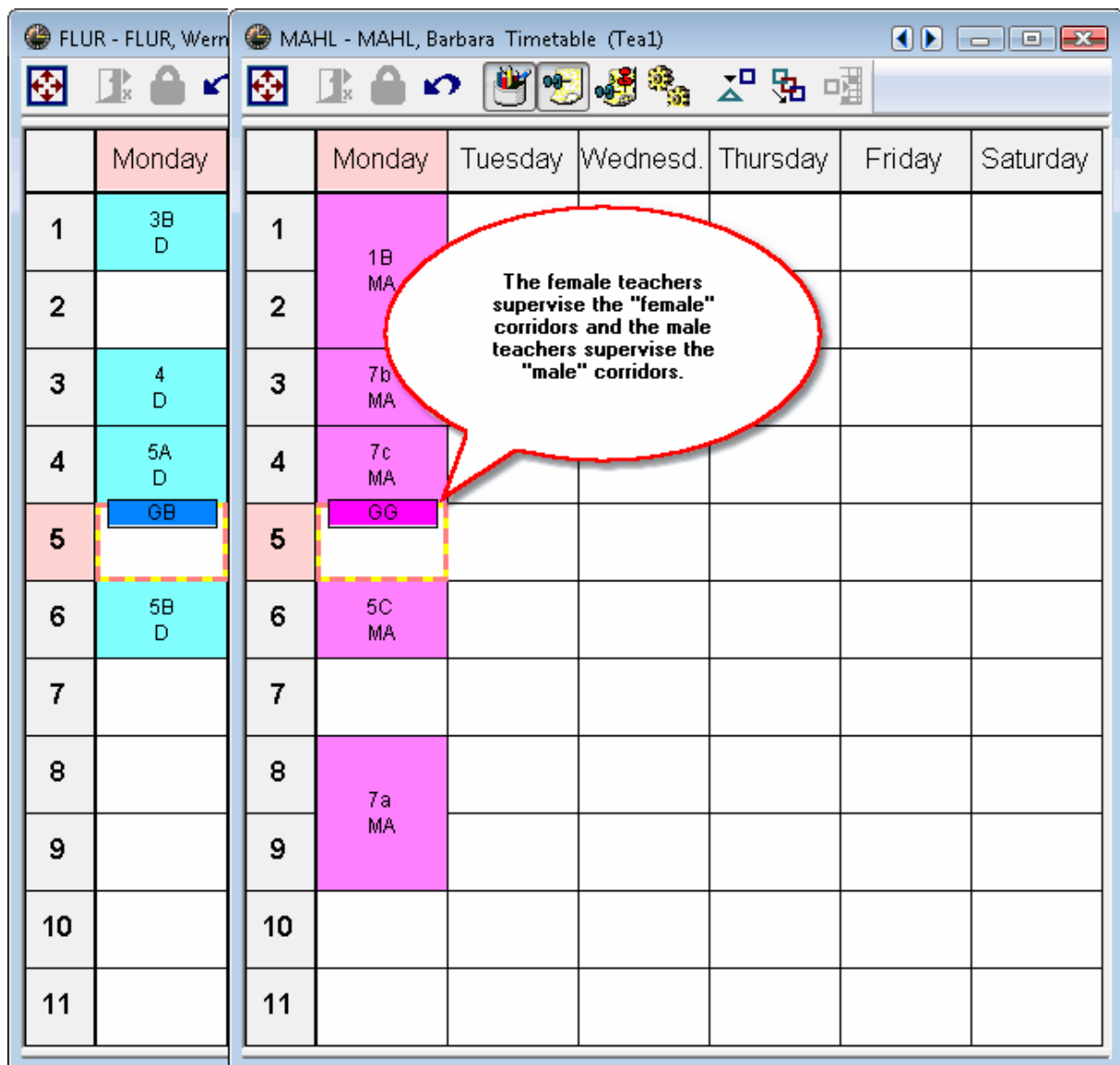


6 Break supervision

6.1 Corridors male / female

Some corridors - e.g. in the gym area - shall be supervised exclusively by either female or male teachers. So from now on corridors can be marked "male" or "female". This condition is incorporated in the automatic optimisation and in the teacher suggestion. It is required that the teachers are marked as male or female in "Master Data | Teachers", too.



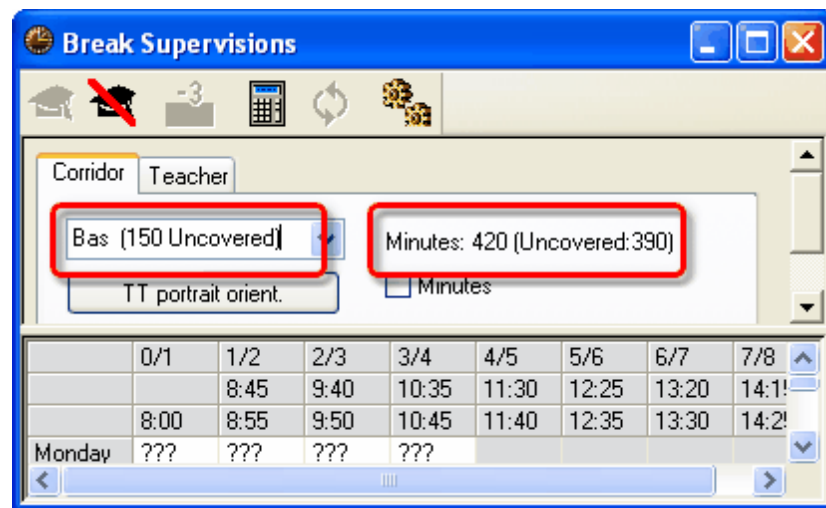


The female teachers supervise the "female" corridors and the male teachers supervise the "male" corridors.

	Monday	Tuesday	Wednesd.	Thursday	Friday	Saturday
1	3B D	1B MA				
2						
3	4 D	7b MA				
4	5A D	7c MA				
5	GB	GG				
6	5B D	5C MA				
7						
8		7a MA				
9						
10						
11						

6.2 Uncovered break supervisions / corridor

If not for all breaks a supervisor is assigned in a specific corridor then the number of uncovered minutes appears in the combo box next to the name of the corridor. The sum (in minutes) of all break supervisions and the number of uncovered minutes is displayed on the right hand side.



6.3 Weekly summary in HTML

The weekly summary of the break supervisions can be generated in HTML, too (Reports | Selection | Break Supervisions | Weekly summary). Now you can send the break supervisions easily via E-mail or publish them in the intranet or internet.

Weekly summary - Break supervisions

	GF	2. Floor	3. Floor	NB	GG	GB	AH	GFOB
Mo 0/1	BAYE	EPPI	BART	BEHF				
Mo 2/3					FRAU	BAYE	BAUM	ANSB
Mo 4/5					MAHL	FLUR	BAYE	BEHF
Tu 0/1	EPPI	FRAU	FLUR	BREN				
Tu 2/3					BLEY	BEHF	ANSB	BART
Tu 4/5					FRAU	BART	ENGE	BAYE
We 0/1	ENGE	MAHL	EPPI	BREN				
We 2/3					MAHL	FLUR	BART	BUCK
We 4/5					BEST	ANSB	BUCK	BECK
Th 0/1	MAHL	FLUR	BREN	BEST				
Th 2/3					BEST	BAYE	FLUR	BAUM
Th 4/5					BLEY	BECK	ENGE	BART
Fr 0/1	FLUR	ENGE	EPPI	BAYE				
Fr 2/3					FRAU	BART	BLEY	ANSB
Fr 4/5					MAHL	BUCK	BECK	ANSB

Untis 2010



Gruber & Petters

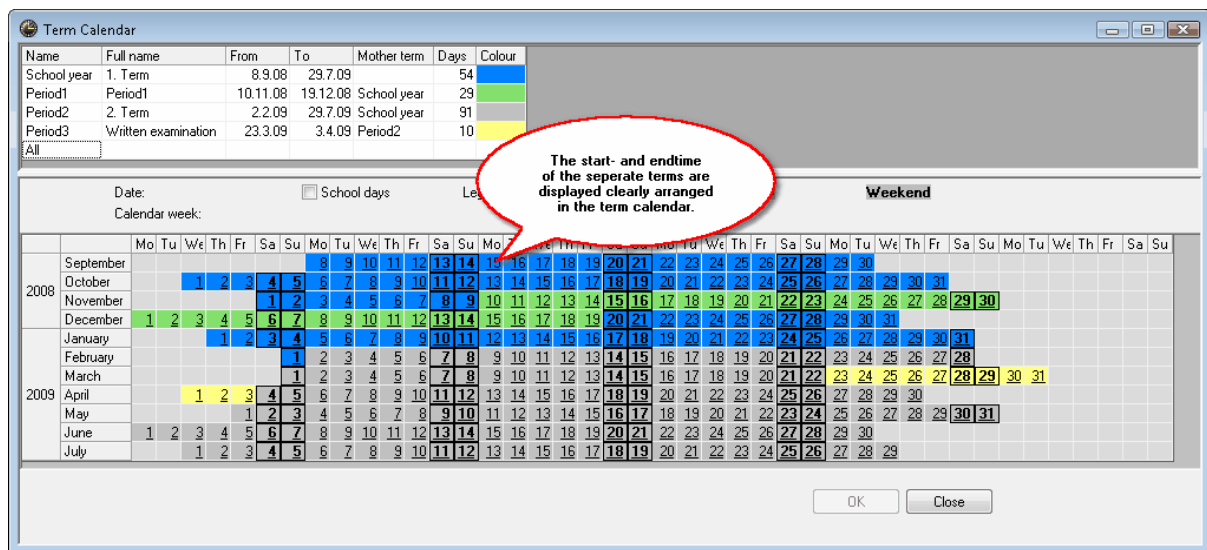
Gruber & Petters Software

7 Multiweek timetables

7.1 Multiple terms

In many schools it is necessary to create several terms during a school year. If these terms are interlaced (e.g. because of an inserted term) then the start date or the end date might not always be easily apparent. The term calendar, an innovation in Untis 2010, displays the terms very clear and the actual time range of a term can easily be determined.

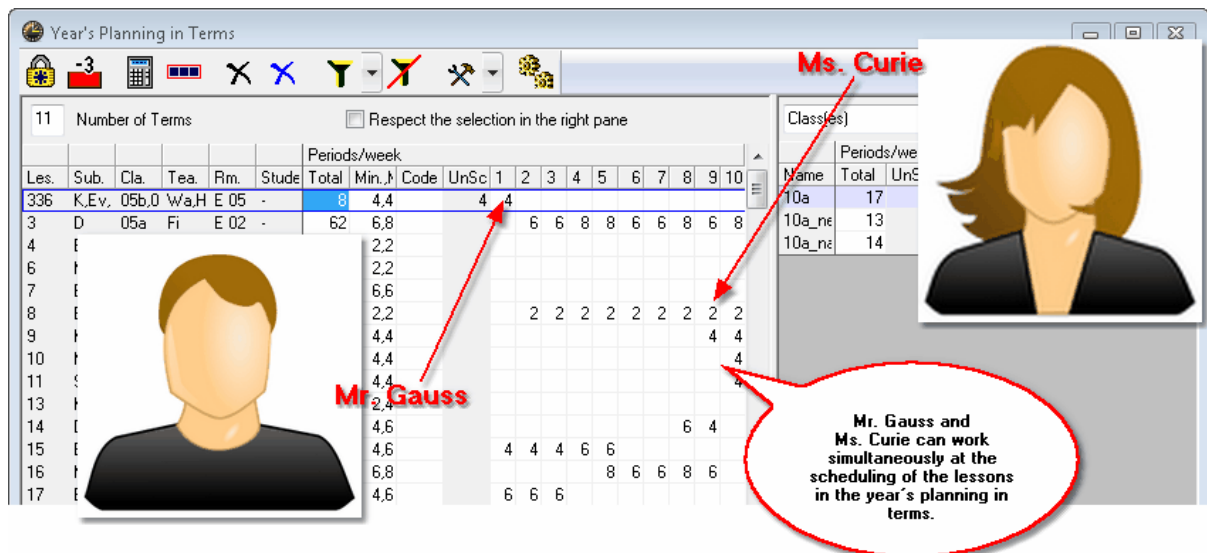
In the example below the term "1. Term" is interrupted for six weeks by the term "Period1". The term "2. Term" is interrupted for two weeks by the term "Written examination".



7.2 Year's planning in terms

7.2.1 Year's planning in terms and MultiUser

More than one people can make changes simultaneously in year's planning in terms after the creation of the terms in Untis MultiUser.



7.2.2 Year's planning in terms - class groups

If a class is divided into differentiation classes then quite often the total number of periods of all differentiation classes is important with year's planning in terms. The differentiation classes can be added together in the settings of year's planning in terms via "Consider class groups".

Year's Planning in Terms

11 Number of Terms ☐ Respect the selection in the right pane

Class(es) Create Terms

Periods/week

Name	Total	UnSc	Min	Max	Ideal	1	2	3	4
1AHW	222	32			20	6	8	8	10

Settings

Display in the left pane - Respect the selection in the right pane

☒ Show the selected elements of the right pane marked in the left pane

☐ Only show selected elements of the right pane in the left pane

☐ Do not show selected elements of the right pane in the left pane

Heading - Terms

☒ Number

☐ From - To

☐ Name (calendar week)

☐ Itemise the master data by subjects

☐ Indicate the exceedance of the maximum number of weekly periods (time grid, holidays)

☒ Consider class groups

☐ Ignore the student course choices during the optimisation and the creation of the terms.

☐ Treat the courses of one cluster simultaneously.

OK Cancel

Classes

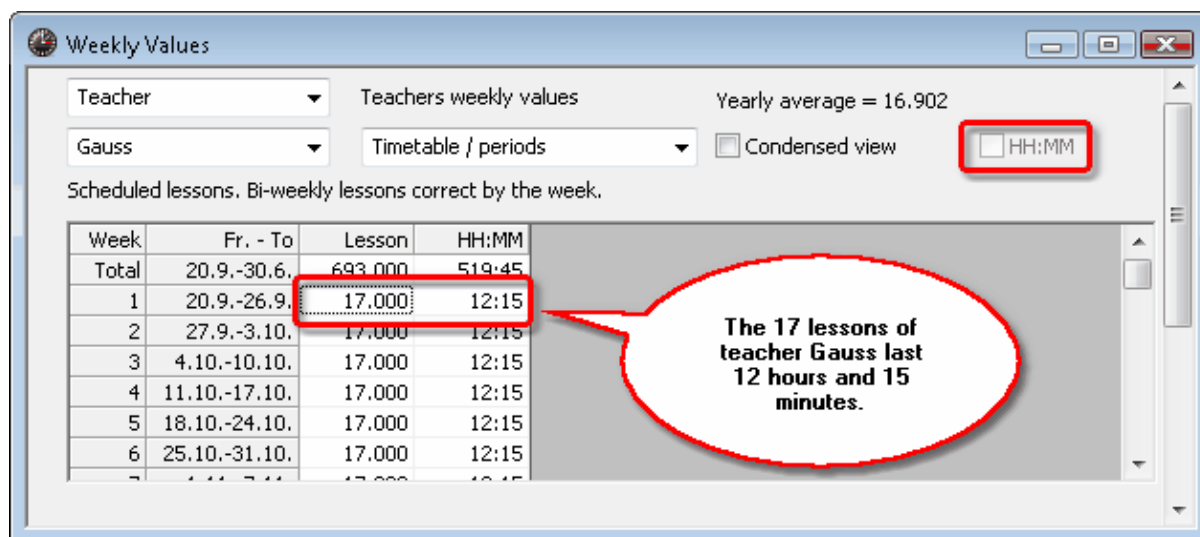
Name	Cl. Grp	TT title
1AHW	1	1AHW
1AHW1	2	1AHW
1AHW2	2	1AHW
1AHW31	3	1AHW
1AHW32	3	1AHW
1AHW33	3	1AHW
1BHW	1	1BHW
1BHW1	2	1BHW

The 1AHW-Classes got combined into class 1AHW.

8 Lesson planning - value calculation

8.1 Time specification in hours and minutes

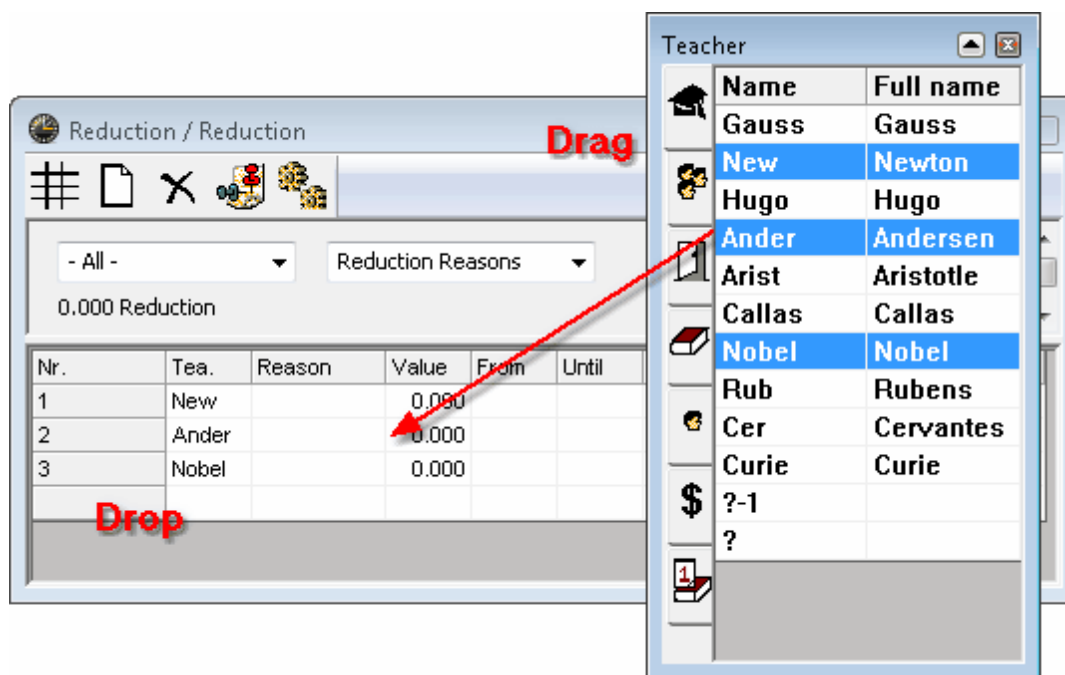
Alternatively to the usual time specification in periods you can display the sum of all planned and held lessons in hours and minutes in "Lessons | Weekly Values". This is especially important with the usage of different time grids or with periods that differ in length.



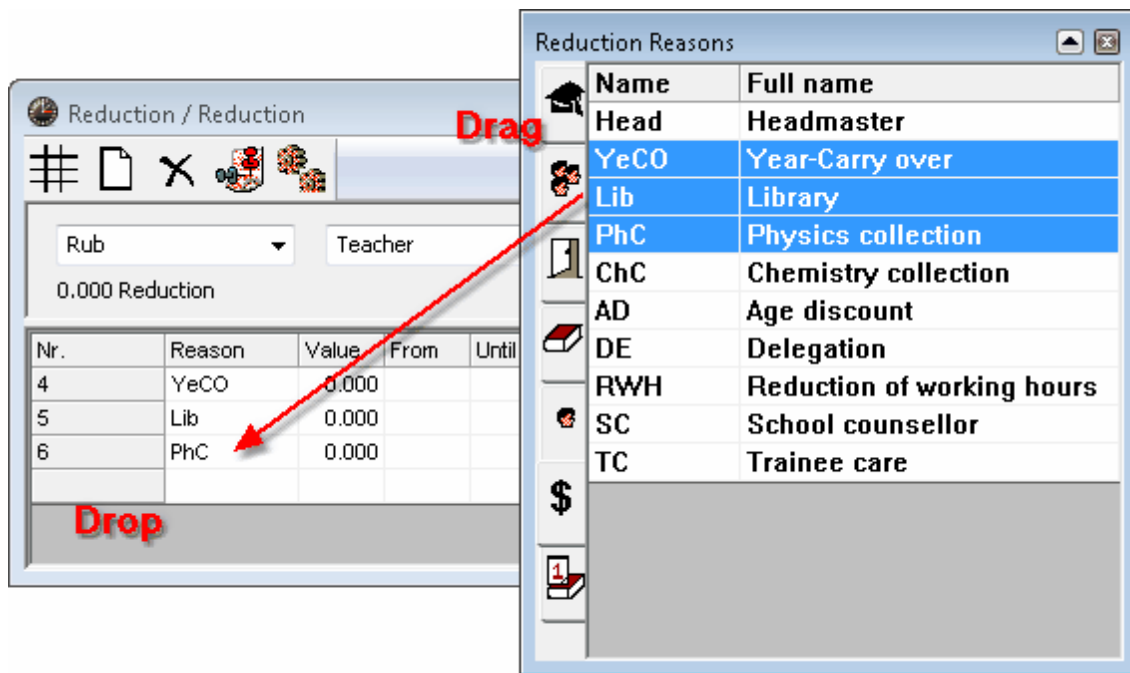
8.2 Drag&drop with reductions

You can assign reduction reasons to several teachers with drag&drop from the element rollup. Select the teachers with Ctrl+Click in the elements window and drag them into the reduction window.

In our example the teachers Newton, Andersen and Nobel are moved into the reduction window.



On the other hand, you can assign one teacher several reduction reasons. Teacher Rub is responsible for the library and the Physics collection. Additionally he gets the year carry over from last year.



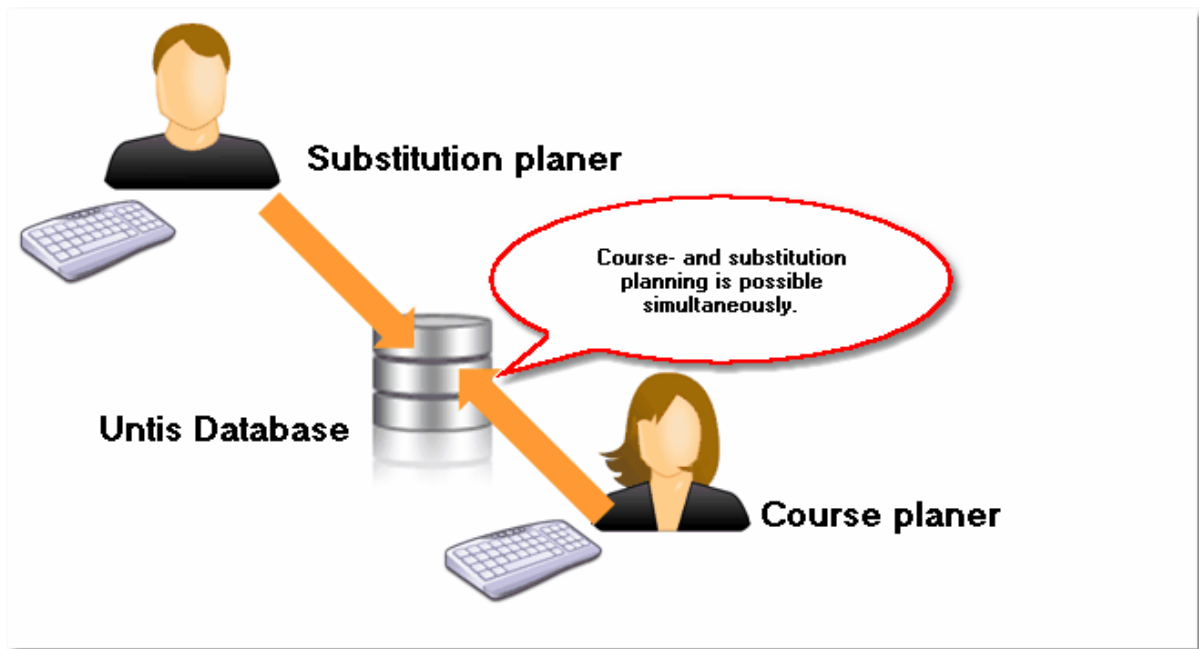
9 Untis Multi User

Besides the innovations with the year's planning in terms it is from now on possible that the substitution planner and the course scheduler are working simultaneously on the same set of data.

9.1 Cover planning and course scheduling

When the cover planner works on the daily timetable then the data which forms the basis of this timetable (master data, lessons etc.) cannot be changed in this term. Changing this data could be highly counterproductive as the timetabler could change the timetable that is worked on by the cover planner.

Quite often modifications with the course scheduling (e.g. changing the course selection of individual students) are applied after the beginning of the school year. As these modifications do not affect the timetable, the cover planner and the course scheduler can work simultaneously with the Version 2010.

**Hint:**

If cover planning is limited to the current term then the timetabler can work on next term's timetable.

10 Info timetable

More and more schools display the daily timetable electronically. Especially our Monitor-HTML - which does not need a mouse or a keyboard - is widely used.

10.1 Monitor HTML

New layout

The default layout of the monitor display was over-worked for the version 2010 and looks like this:

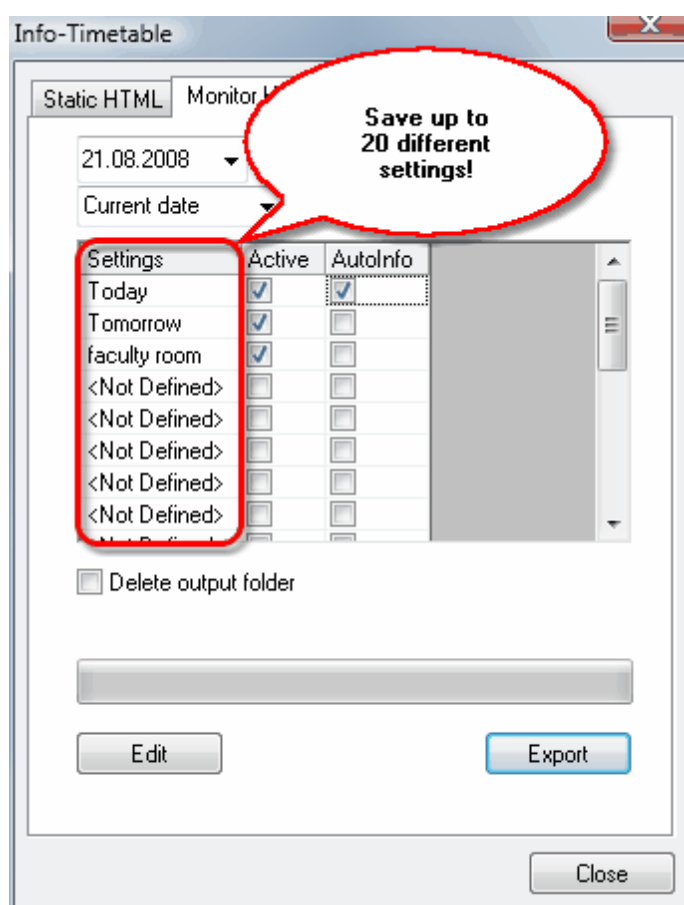
Untis 2010

3.3.2009 Tuesday (Page 1 / 3)

Class (es)	Period	Type	Substitute	Subject	(Subject)	(Teacher)	Room	Substitution text
5A, 5B, 5C	7	Cancelled	---	---	DFö	Bn	---	
5A, 5B, 5C	7	Cancelled	---	---	MFö	Mf	---	
5C	5	Substitution	Gu	D	D	Dk	52	
5C	6	Substitution	Hs	D	D	Dk	52	
6A	1 - 2	Room repl.	Ko	Ek	Ek	Ko	25	
6A	3 - 4	Substitution	Wh	Sw	Sw	Go	28	

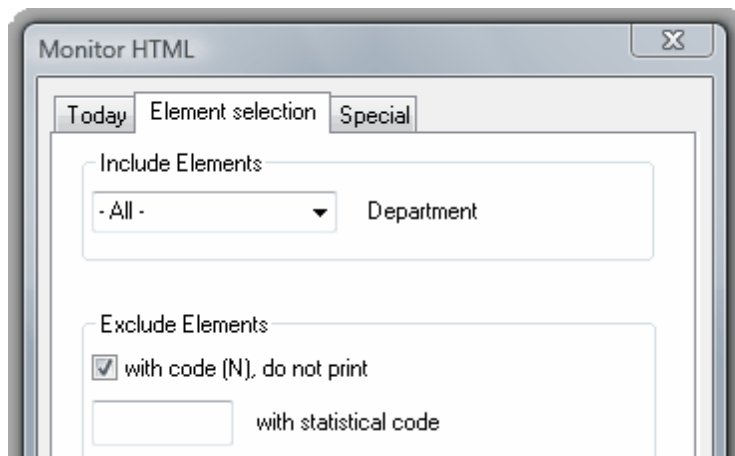
Number of different settings

In some schools many different rooms are provided with different information (assembly hall, teachers' room, off-site buildings,...). So we have increased the maximum number of different formats from 8 to 20.



Element selection

As in the "Static HTML" you can now limit the display to certain departments in the "Monitor HTML". Additionally, elements with the code "(N), do not print" as well as elements with a freely chosen statistical code can be excluded from the display.



Ticker

Additional information to the substitution data can be displayed with a ticker.

On the tab "Special" you can enter the ticker text and select if the ticker shall run above or below the substitution list.

3/3/2009 Tuesday (Page 1 / 3)

Class(es)	Period	Type	Substitute	Subject	(Subject)	(Teacher)	Room	Substitution text
5A, 5B, 5C	7	Cancelled	---	---	DFo	Bn	---	
5A, 5B, 5C	7	Cancelled	---	---	MFo	Mf	---	
5C	5	Substitution	Gu	D	D	Dk	52	
5C	6	Substitution	Hs	D	D	Dk	52	
6A	1 - 2	Room repl.	Ko	Ek	Ek	Ko	25	
6A	3 - 4	Substitution	Wh	Sw	Sw	Go	28	
6. JG	7	Cancelled	---	---	MFo	Hu	---	
6. JG	7	Cancelled	---	---	EFo	Kso	---	
6B	1	Substitution					30	
6B	2	Substitution					30	
6B	3 - 4	Substitution					30	
6B	5	Swap					30	
6B	6	Shifting					30	
6C	1	Substitution					31	
6C	2	Substitution					31	
6E	3	Shifting					38	
6E	4	Shifting					38	
7A	5	Substitution					21	
7A	6	Cancelled					---	
7D	1	Substitution					24	

Monitor HTML

Standard | Element selection | Special

Ticker

☐ No ticker

☐ Ticker above

☒ Ticker below

Ticker text

Parent-teacher meeting at 15:30. School ends after the 6. lesson.

Powered by Urtis, www.gugot.at

Parent-teacher meeting at 15:30. School ends after the 6. lesson!

Splitting of the screen

You can display different kinds of information on one screen. E.g. you can display the substitution data of the current day on the left side and the data for the next day on the right side.

In our example we have defined two output formats: "Today" and "Tomorrow".

Only one single day is displayed with the format "Today": the current day. Again only one day is displayed with the format "Tomorrow": one day after the current day.

The format "Today" is displayed on the left side of the screen. The second monitor format is "Tomorrow". The format "Tomorrow" is displayed on the right side of the screen. Here, a second format is not needed.

3.3.2009 Tuesday (Page 1 / 3)

Class(es)	Period	Type	Substitute	Subject	(Subject)	(Teacher)	Room	Substitution text
6A, 5B, 6C	7	Canceled	---	---	DFc	Bn	---	
6A, 5B, 6C	7	Canceled	---	---	MFc	M*	---	
5C	6	Substitution	Gu	D	D	Dk	52	
5C	6	Substitution	Ha	D	D	Dk	52	
6A	1-2	Room rep.	Ko	Ek	Ek	Ko	26	
6A	3-4	Substitution	Wh	Sw	Sw	Gc	26	
6JG	7	Canceled	---	---	MFc	Hu	---	
6JG	7	Canceled	---	---	EPa	Kso	---	
6B	1	Substitution	Ge	Ge	Ge	Jm	30	
6B	2	Substitution	Hjo	Ge	Ge	Jm	30	
6B	3-4	Substitution	Bl	D	D	Bn	30	
6B	6	Swap	Um	Ge	F	-I	30	
6B	6	Shifting	Um	Ge	E	Kso	30	
6C	1	Substitution	Ha	F	F	Kso	31	
6C	2	Substitution	Mfz	F	F	Kso	31	
6E	3	Shifting	Ma	W	Ge	Ts	38	
6E	4	Shifting	Ma	W	Ge	Ts	38	
7A	6	Substitution	Um	Ge	Ge	As	21	
7A	6	Canceled	---	---	Ge	As	---	
7D	1-2	Substitution	Kfs	D	D	Dk	24	

4.3.2009 Wednesday (Page 1 / 2)

Class(es)	Period	Type	Substitute	Subject	(Subject)	(Teacher)	Room	Substitution text
6B	1-2	Substitution	Se	E	E	Sn	51	
6B	5	Substitution	Di	D	D	DJ	51	
6C	5	Substitution	As	Ek	Ek	Wz	52	
6C	6	Canceled	---	---	Ek	Wz	---	
6A	5	Substitution	Sj	F	F	Pf	28	
6A	6	Canceled	---	---	F	Pf	---	
6B	7	Shifting	Hf	F	F	H	30	
6C	3	Substitution	Wu	D	D	Mc	31	
6D	5-6	Substitution	Gb	L	L	Gc	32	
6E	5	Substitution	Gu	E	E	Ts	38	
6E	6	Canceled	---	---	E	Ts	---	
7B	5	Shifting	Sj	E	D	Hb	22	
7B	6	Shifting	Sj	E	D	Hb	22	
7E	7-8	Canceled	---	---	Ku	Ph	---	
8A, 8B	3-4	Substitution	Ks	F	F	Kso	62	
8B, 8C, 8C	3	Substitution	Lu	L	L	Gc	64	
8B, 8D	3	Substitution	Pf	F	F	Pf	66	
8B, 8C, 8C	4	Substitution	Lu	L	L	Gc	64	
8B, 8D	4	Substitution	Pf	F	F	Pf	66	
9.1	5	Substitution	Wp	Ph	Ph	Ki	P1	

11 WebUntis

11.1 General

11.1.1 Timetable

11.1.1.1 Lesson text

The optional text that can be entered to the lesson can be displayed in the timetable .

Klasse 1a (Gauss) / U-Kla

1a



L-No.	Cl,Te.	UnSched	Prds	Per	Teacher	Subject	Class(es)	Subject room	Home Room	Double pers.	Block	Text
11	4, 1			2	Hugo	Geo	1a,1b,2a,2b		R1a			Remedial course!
7	2, 3			2	Ander	DS	1a	Werkr	R1a	1,1		
73	2, 2			3	Arist	SportsG	1a,1b	Th2	R1a			

New timetable format

Name

Timetable cell

Class	Teacher	Lessons
Subject	Room	Break Supervision
Text	???	

Activate in WebUntis the text field (figure above) and the timetable will look like the figure below in WebUntis.

	Monday 16.02.2009	Tuesday 17.02.2009	Wednesday 18.02.2009
08:00	1a Arist EN R1a	1a Arist MA R1a	1b, 2b, 1a Hugo GEC R1a Remedial course
08:55	1a Callas MU R1a	1a Arist EN R1a	1a, 1b Arist PEG SH2 1a, 1b Rub PEB SH1
09:50	1a Cer BI R1a	1a Callas AR R1a	1a Arist MA R1a
10:45	1a, 1b Arist PEG SH2 1a, 1b Rub PEB SH1	1a Callas AR R1a	1a Rub DE R1a

11.1.1.2 Break supervisions

You can display break supervisions with WebUntis 2010. It is required that the corresponding data exists in the Untis timetable.

Hugo - Hugo, Victor Timetable (Tea1A)

Hugo

20 Periods/week
0 Unscheduled pers.

Time range: 1.9.2008 - 30.6.2009

Timetable comparison
☐ Active
☐ Only modified timetables

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00				2. Yard		Basement
8:45	3b HI Ps2 Schoolyard		1a. GEC R1a	3b HI Ps2		3a GEC R3a
8:55	3b GEC Ps2			4 HI R3a		Basement
9:40	4 HI R3a		2a HI R2a	3b GEC Ps2 Schoolyard		4 DE Ps2
9:50						
10:35	4 DE R1b		4 GEC Phy	4. DE R1b	4 GEC Phy	1a. GEC R1a
10:45						
11:30						

The break supervisions are displayed in WebUntis as follows:

	Monday 16.02.2009	Tuesday 17.02.2009	Wednesday 18.02.2009	Thursday 19.02.2009	Friday 20.02.2009	Saturday 21.02.2009
08:00	3b Hugo HI Ps2		1b,2b,1a Hugo GE6 R1a	Yard2 3b Hugo HI Ps2		Base 3a Hugo GE6 R3a
08:55	Yard1 3b Hugo GE6 Ps2		2a Hugo HI R2a	4 Hugo HI R3a		3a Hugo GE6 R3a
09:50	4 Hugo HI R3a		2a Hugo HI R2a	3b Hugo GE6 Ps2		Base 4 Hugo DE Ps2
				Yard1		

You find the [settings](#) needed under <Maintenance> | <Timetable formats>.

Note:

The corridors are listed as rooms in WebUntis. They are marked with "Supervision area" in <Master Data>| <Rooms>.

Room Courtyard (CY)

Short name

☒ Active

Full name

Department

Building

Text

Capacity

Book no later then (min. bef. app. time)

Area

☐ Booking possible
☒ **Supervision area**

11.1.1.3 Settings

11.1.1.3.1 General settings

Minimum height and width

You can determine a minimum height and width of the cell for every format in the settings of the timetable formats (<Maintenance> | <Timetable formats>).

Period header ☒ Start time
☒ End time
☐ Period number
☐ Period label

Period window Min. height of the period [pixel]
 Min. width of the period [pixel]

Show horizontal lines ☒

Link for the period details ☒

Legend

Additionally, you can select here if the legend shall be displayed below the timetable.

Show horizontal lines ☒

Link for the period details ☒

Display the legend under the timetable ☒

Deactivate custom-colours ☐

Save Delete over Cancel

The legend looks like this:

10:45 11:30		3a ? DE R3a	3a Gauss MA R3a	3a Gauss MA R3a	3a Nobel RE R3a
11:40 12:25	3a Gauss MA R3a			3a Cer EN R3a	
12:35 13:20			3a,3b ? DS WS 3a,3b Curie HE HE1		
13:30 14:15	3a Cer BI R3a		3a,3b ? DS WS 3a,3b Curie HE HE1	3a,3b Callas AR R3a 3a,3b ? MU Ps2	
14:25 15:10				3a,3b Callas AR R3a 3a,3b ? MU Ps2	

Legend Free period Lessons Reservation Confirmed booking Entfall Cancellation for the active teacher Examination Substitution Shifting Special Duty Break Supervision Standby Office hour

Show user

Sometimes it is helpful to display the user in the timetable, e.g. with bookings of resources.

Timetable Beamer06 (R111)

Resource: Beamer06 (R111) | Type of resource: - All - | Timetable format: Resources | Printable version | ICS Calendar | Status: 13.08.2009 13:42:58

Beamer06 (R111) NB 02 (R113) NB 05 (R312) NB 07 (R312) Camera 1 (R312) Camera 2 (R314) Tripod 1 (R312) Video 1 (R312) Video 2 (R312) Camera 3 (R312) Tripod 2 (R312) Videow1 (GF WC) Videow2 (EG - E12) Videow3 (2. F WC) Videow4 (2. F - 211) Videow5 (3. F - WC) Videow6 (3. F - 308) Camera 4 (R312)

	Monday 09.11.2009	Tuesday 10.11.2009	Wednesday 11.11.2009	Thursday 12.11.2009	Friday 13.11.2009
08:00		BT			EK
08:55	admin		EK	NO	
09:50		AD Programming-Contest		ST	
10:45	DI		ST		ST
11:40				JA	SU
12:35	SB				
13:30					
14:25			EAdmin Prog. Contest, Part 2	P	
15:20					
16:15					
17:10					

Select one of the options at "Show user" in the timetable formats (<Maintenance> | <Timetable formats>)

11.1.1.3.2 Break supervision, standby, office hour

WebUntis 2010 allows you to show or hide break supervisions, standbys and office hours.

Timetable format

Name: default

Timetable cell: Class Teacher ???
Subject Room ???

Lessons: Break Supervision

You open a new setting-window by clicking on <Break Supervision>.

Show activity

- ☒ Unconfirmed bookings
- ☒ Cancelled lessons
- ☒ Break Supervisions
- ☒ Room blockings
- ☒ Standbys
- ☒ Office hours

Period header

- ☒ Start time
- ☒ End time
- ☐ Period number
- ☐ Period label

Period window

0 Min. height of the period [pixel]

0 Min. width of the period [pixel]

Show horizontal lines ☒

Link for the period details ☒

Display the legend under the timetable ☒

Here you can decide if break supervisions, standbys or office hours are displayed in the selected timetable format.

Hint

Please note that office hours have to be marked with "S" in the column "Statistical code" in Untis.

11.1.1.3.3 Limit to specific time range

You can limit the display of the timetable to a specific time range under <Maintenance> | <Timetable settings>.

Standard settings for the timetable

Element	Public	Timetable format	Overview format	List of elements on the timetable page	Details
Class	☒	default	müf	☒	Full name (Short name)
Teacher	☐	default	müf	☒	Short name
Subject	☐	default	müf	☒	Short name
Room	☒	default	müf	☒	Full name (Short name)
Students	☐	default	müf	☒	Short name
Resource	☐	default	müf	☒	Short name

Show details for public timetables ☒

Timetable until [date] in the past Timetable until [date] into the future

Timetable until [weeks] in the past Timetable until [weeks] into the future

1 4

These settings help you to prevent that teachers and students can access the timetable before the scheduling is completed.

11.1.1.3.4 Details for public timetables

Additionally you can define here if the lesson details shall be displayed or not.

Show details for public timetables ☐

Timetable until [date] in the past Timetable until [date] into the future

These setting avoids that the detail window is displayed on public timetables.

11.1.1.4 Miscellaneous

Display of the last update.

The date and time of the last update is displayed with the timetable.

Timetable Class 1a (Gauss) (1a)

Class: Timetable format: [Printable version](#) [ICS Calendar](#) Status: 14.08.2009 07:41:24

Class 1a (Gauss) (1a) Class 1b (Newton) (1b) Class 2a (Hugo) (2a) Class 2b (Andersen) (2b) Class 3a (Aristoteles) (3a) Class 3b (Callas) (3b)

	Monday 15.09.2008	Tuesday 16.09.2008	Wednesday 17.09.2008
08:00 08:45	1a Arist EN R1a	1a Arist MA R1a	1b,2b,1a Hugo GEC R1a

11.1.2 Calendar

11.1.2.1 ICS calendar

You can export the timetable in the ICS-iCal format.

Basically there are two possibilities:

1. Either export via the timetable of the teacher. In this case the appointments of one week are exported.

Timetable Hero

Teacher: Timetable format: [Printable version](#) [ICS Calendar](#) Click! Status: 20.02.2009 11:20:08

Bach Foss Hero Goethe Meit Ion Cic Tolk Marx Callas Curie Sutt Col Sto Einbuck Medow Rigg Stone Asim Stan Gril
Mor Arc Bor New Steiff Lag Berg Cala Gand Gauss Kel Shak Rub MLa Moz Mich Kep Ass Bin Aqu Phid Nobel Sen Gal B

	Monday 16.02.2009	Tuesday 17.02.2009	Wednesday 18.02.2009	Thursday 19.02.2009
08:00 08:50	8A Hero MA R8A	5A,5C,5B Hero ETH AK1	8C Hero PH PHS	8A Hero MA R8A
08:55 09:45	6A Hero PH R6A		8A Hero MA R8A	6A Hero PH R6A
10:00 10:50	8C Hero PH PHS	6A,6B Hero ETH AK1	3C Hero MA R3C	6A,6B Hero ETH AK1
10:55 11:45	8A Hero PH PHS		6A Hero PH PHS	3C Hero PH PHS
11:55 12:45		3C Hero MA R3C	8A Hero PH PHS	8A Hero MA R8A

File Download

Do you want to open or save this file?

Name: Hero.ics
Type: iCalendar File, 4,84KB
From: 10.0.0.171

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Or

2. export via <Lessons> | <My lessons> by clicking on the button <Reports>.

Lessons Gauss, Carl Friedrich

15.09.2008 - 19.09.2008

Teachers

L-No.	Class	Teacher	Subject	Per.	Appointments	Students	Student groups	Reports
197		Gauss		0	 			
701	1b	Gauss	DS	2	 			
100	3a	Gauss	MA	4	 			
400	3b	Gauss	GA	1	 			
500	4	Gauss	GA	2	 			
8201	4	Gauss	MA	4	 			

Click!

In this view you can also select the time range for the calendar export.

Reports of the lesson

Class 1b

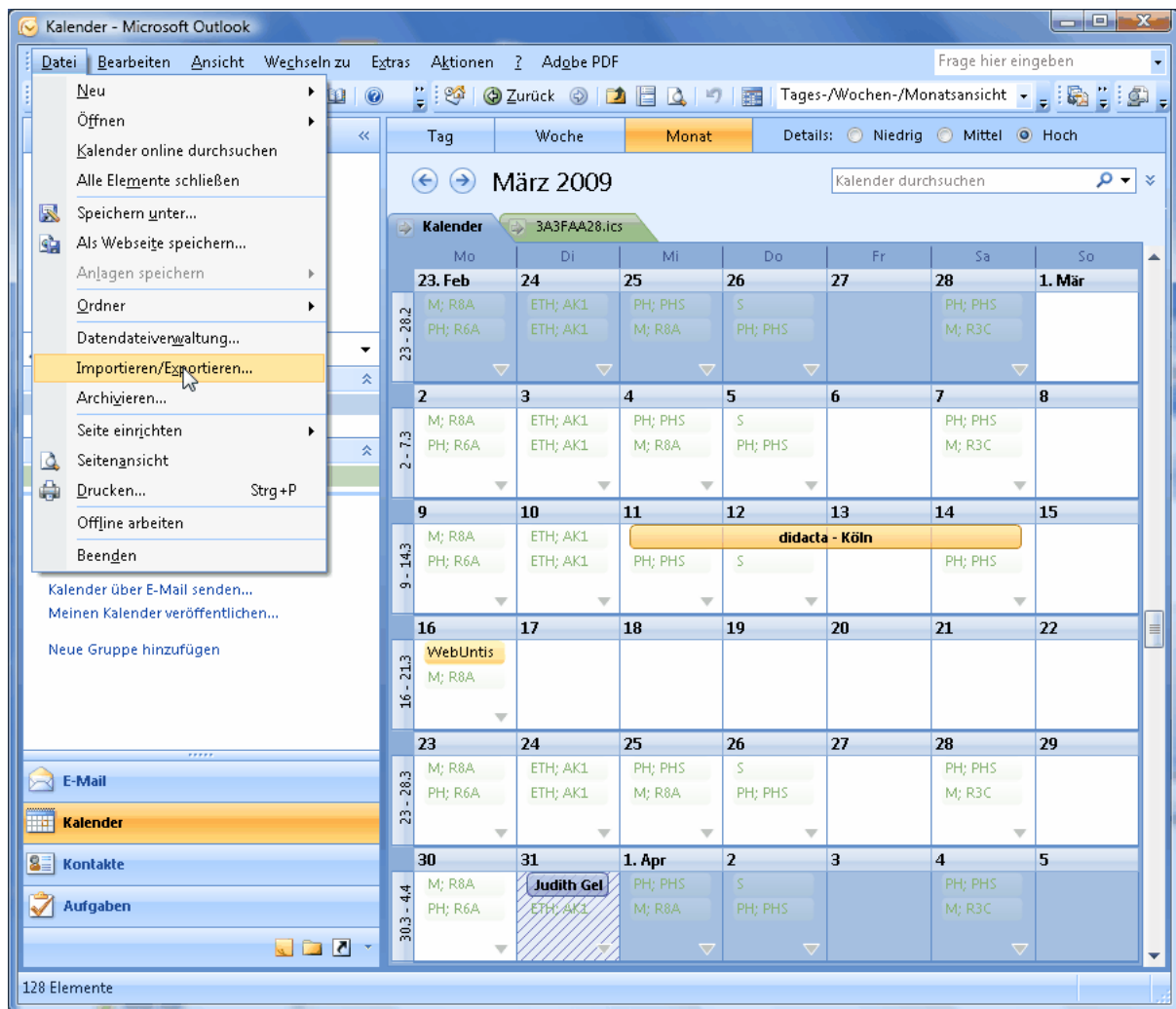
Teacher Gauss

Subject DS

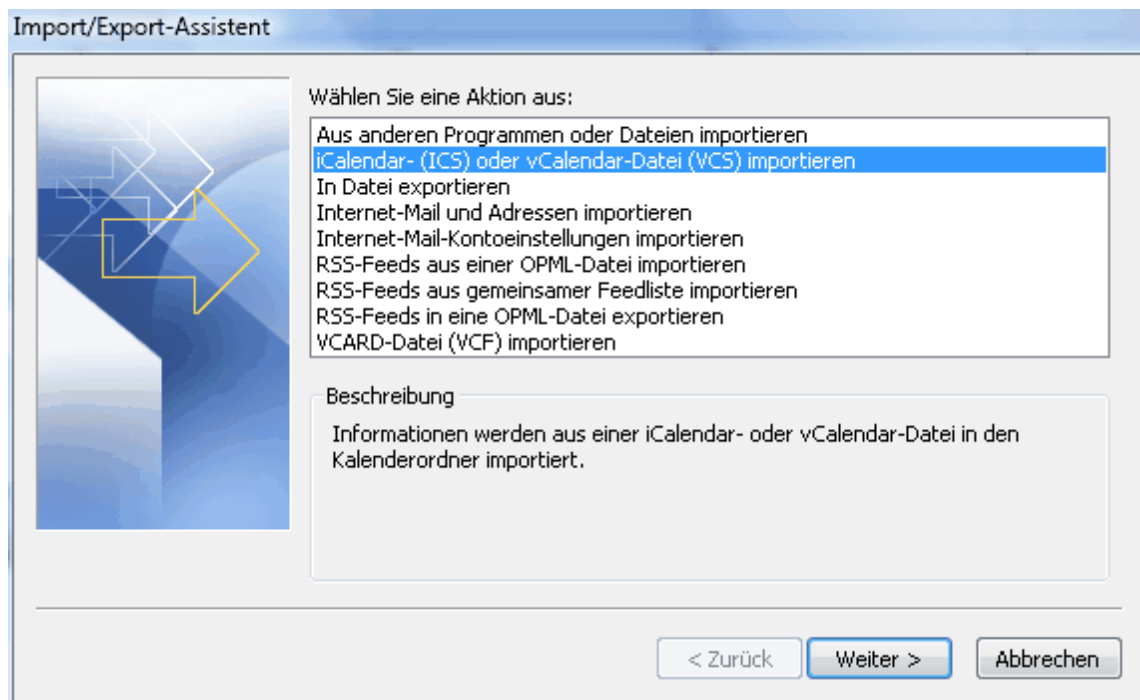
Period

[Work report per subject](#)[Absence time per lesson](#)[Absence time per lesson per period](#)[Matrix of absence periods](#)[Students in the lesson](#)[ICS Calendar](#)

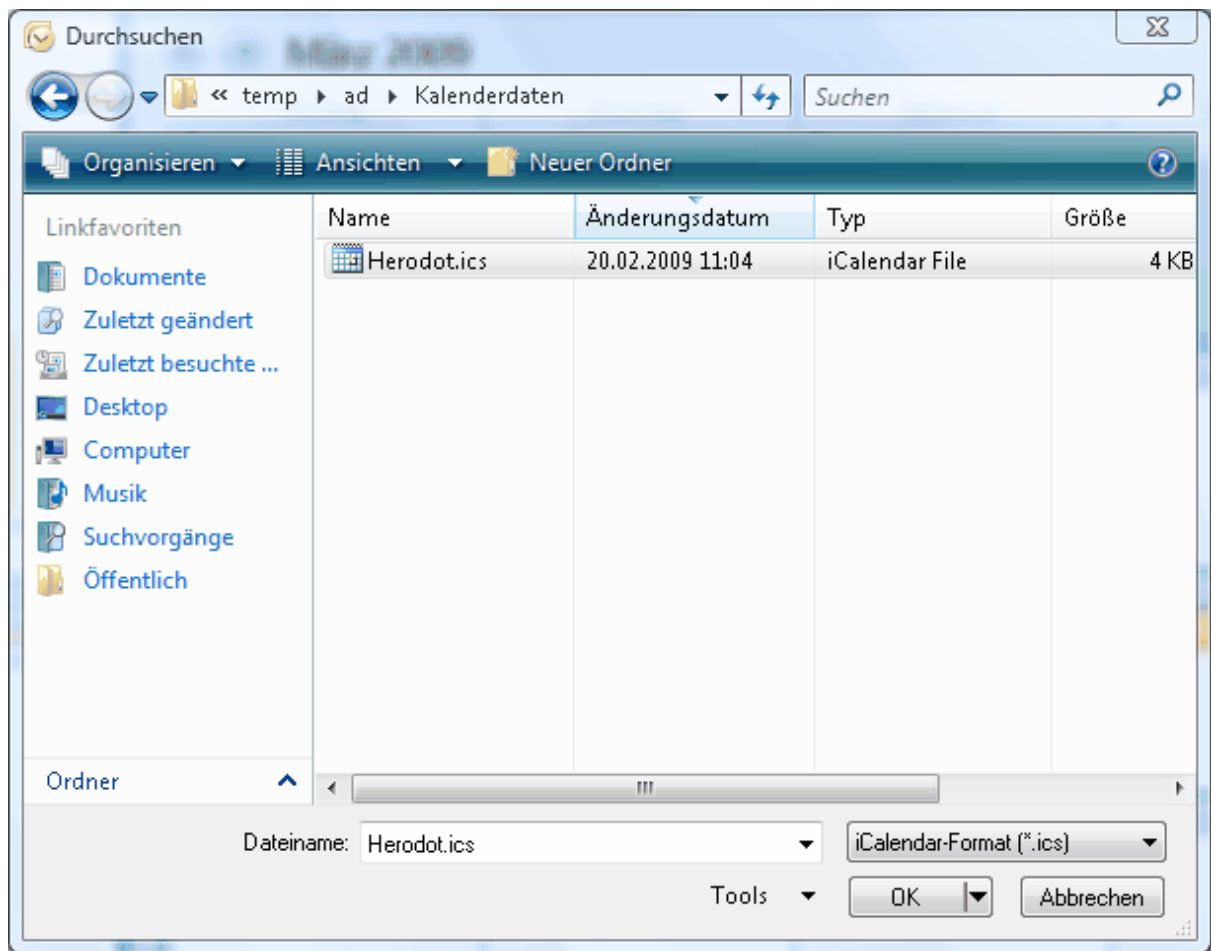
Save the from WebUntis exported .ics file and call up the import function of your calendar program (our example refers to Microsoft Outlook):



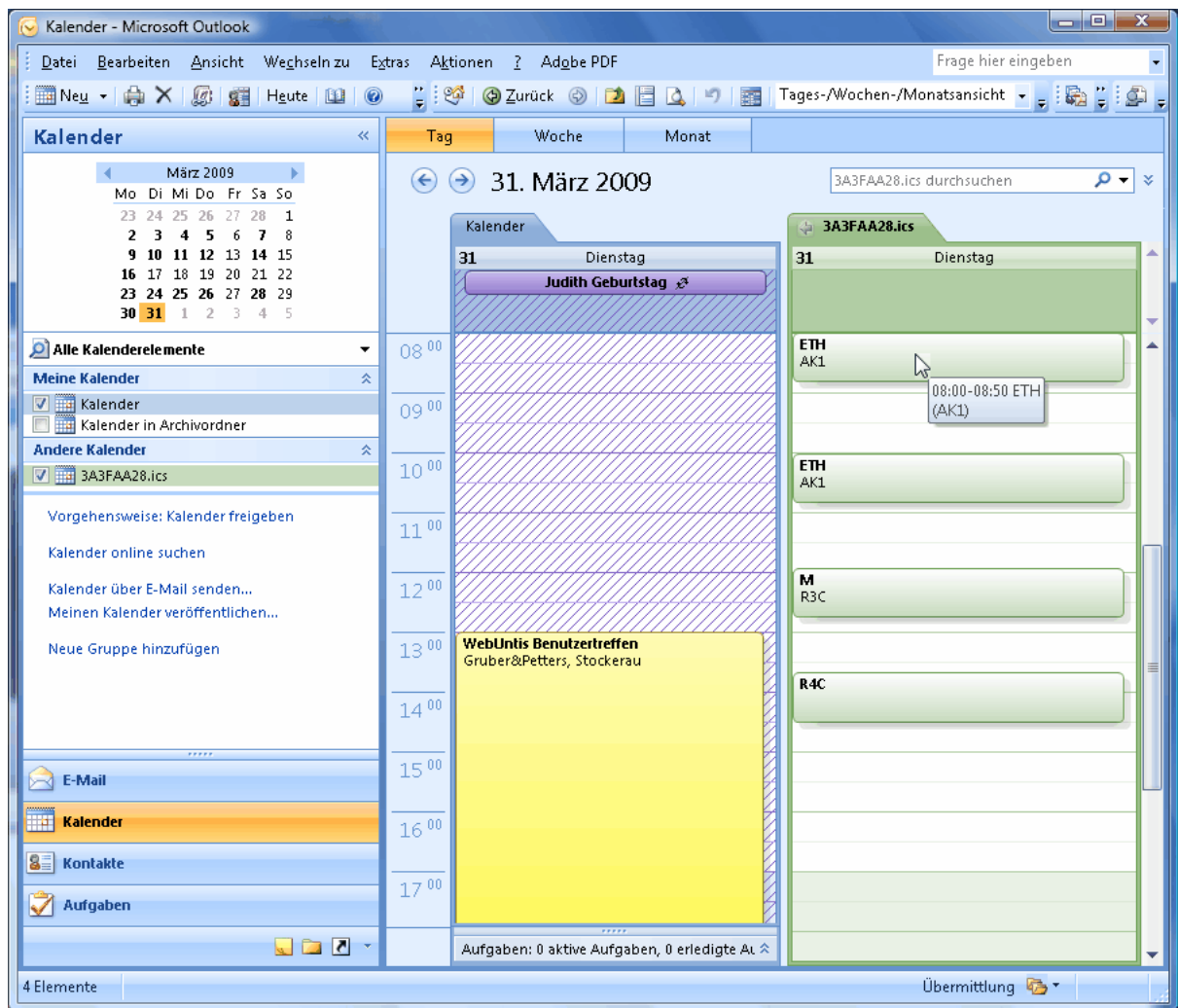
Select that you want to import the data in the iCalendar-(ICS) format.



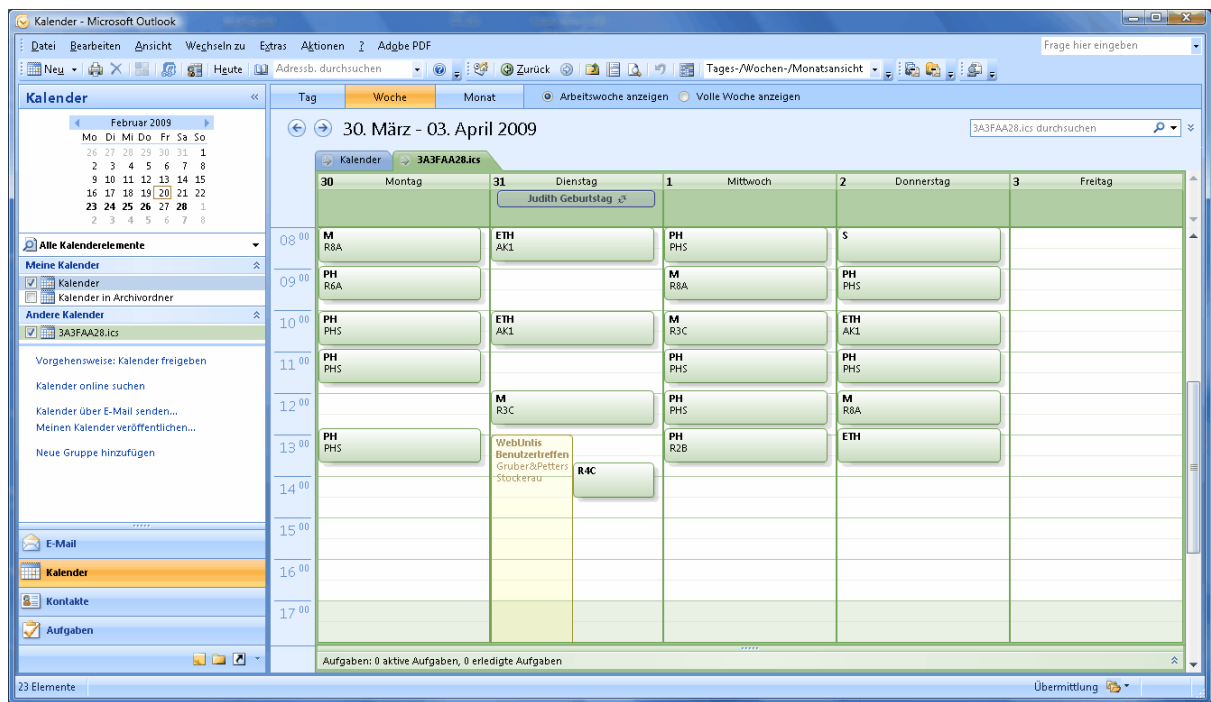
Enter the storage location of the exported data.



Some calendar programs offer the possibility to import the data in a separate calendar. This method is recommended as it avoids synchronisation problems if you import a modified timetable data later on.



The display allows you to show the different calendars one upon the other:



11.1.3 Master data

11.1.3.1 Teachers and classes

11.1.3.1.1 Departments

As of now you can assign teachers to departments just like the classes.

Class Class 1a (Gauss) (1a)

Short name: School year:

Full name:

Class level:

Text:

Class teacher:

Department: (Selection menu showing: <Selection>, ME, EE, NS, FT)

Foreground colour:

Background colour:

11.1.3.1.2 Date of birth

You can enter the date of birth to the teacher.

11.1.3.2 Rooms and room groups

The rooms can be assigned to the room groups in <Master Data> | <Rooms>, too.

Room IT Room 1 (IT1)

Short name: IT1 ☒ Active Full name: IT Room 1

Department: <Selection> Building: <Selection>

Text:

Capacity: 0 Book no later then (min. bef. app. time): 0

Area: 0 ☒ Booking possible ☐ Supervision area

Type of resource: - All -

Resource: I47, Sony 1, Sony 2, I1, I95, Toshiba 3

Room-group: Information Technology, Laboratory, Workshop

11.1.3.3 Students

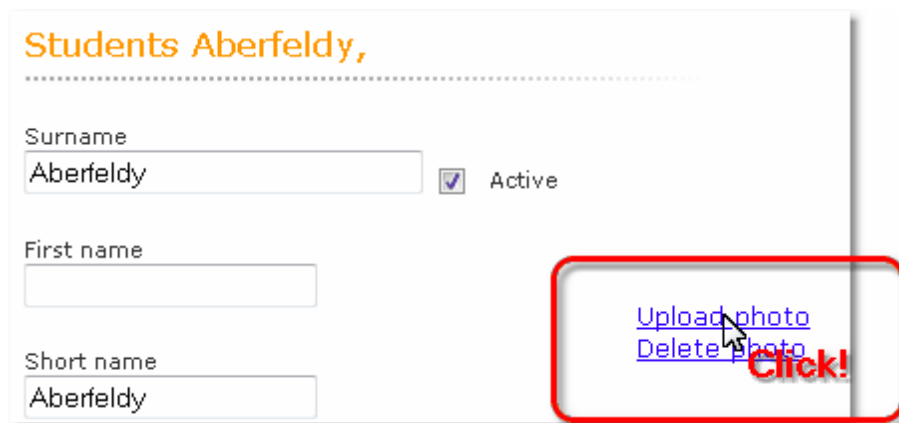
Students' photos - manual allocation

We have increased the number of fields in master data students, e.g. the catalogue number.

Additionally you can save photos of the students.

One possibility can be found directly on the master data sheet of the specific students:

Activate <Master Data> | <Students> and click at the button <Edit> next to the student's name. Now the master data sheet opens up. Click on the button <Upload photo>.



Students Aberfeldy,

Surname
Aberfeldy ☒ Active

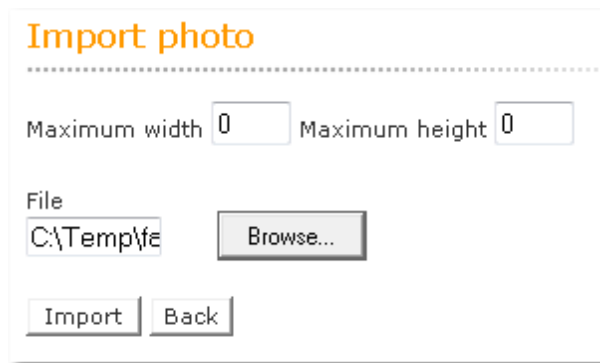
First name

Short name
Aberfeldy

[Upload photo](#)
[Delete photo](#)

Click!

You can select the picture file via the usual "File-Open" dialogue:



Import photo

Maximum width Maximum height

File
C:\Temp\fe

You can use the fields "Maximum width" and "Maximum height" to limit the size of the pictures. Please note that the aspect of the pictures is preserved. Therefore please limit *either* the width *or* the height of the picture.

After the import the picture of the student is displayed on the master data sheet.

Students Aberfeldy,

Surname
 ☒ Active

First name

Short name

Birthdate Gender:
☐ Female
☐ Male

Entry date Leaving date



[Upload photo](#)
[Delete photo](#)

Students' photos - automatic allocation

The function <Import photo> is available for you below the students' list (<Master Data> | <Students>).

Students M.

Class - All - Search Start search

Selection			Surname	First name	Birthdate	Sex	Class	Active
☐			Aberfeldy					☒
☐			Aberlour					☒
☐			Aladdin					☒
☐			Alice					☒
☐			An Choc					☒
☐			Ardbeg					☒
☐			Ardmore					☒
☐			Arielle					☒
☐			Arran					☒
☐			Auchentoshan					☒
☐			Baghira					☒
☐			Balblair					☒
☐			Balu					☒
☐			Bambi					☒
☐			Banff					☒

15 Elements found, showing all Elements.1

By clicking on this button a dialogue appears in which you can specify the zip file that contains the pictures. The names of the specific picture files have to follow one of the following conventions:

1. The name of the file and the short name of the student are identical or
2. the name has the format "surname_first name" or
3. the name of the file is identical with the foreign key of the students in your administrative system.

Import photo

Idetification

Foreign key

Foreign key

Short name

LastName_FirstName

imum height 0

File

Browse...

Import Back

11.1.4 Messages

11.1.4.1 Read confirmation and print

The internal message system of WebUntis displays whether the message was read or not. Open the sent message. A "+" before the name of the recipient means that the message was read and a "-" that the message was not read.

Message

Sender

admin

Recipient

+ admin

- Untis

+ mpr

- stud

+ Foss

Subject

Final grading

The version 2010 offers a pdf print function, too.

Message

Sender
AD

Recipient
admin

Subject
Physics-Olympics

Message
Each teacher, who wants to take part in this year's "Physics-Olympics", should come to the preliminary meeting in the Physics-Lab today @ 2 p.m.

Best regards

AD

Message sent on 17.08.2009 , 13:58

Print Answers Delete Cancel

11.1.4.2 Distribution lists for messages

You can send messages to more than one recipient with the distribution lists.

New message

Sender
admin

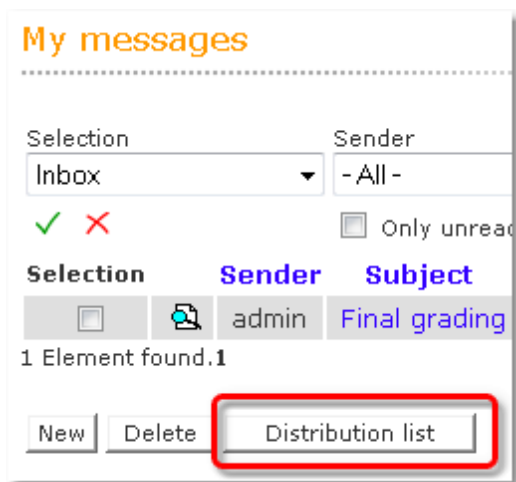
Recipient

User
admin
Untis
DI
SB
BT

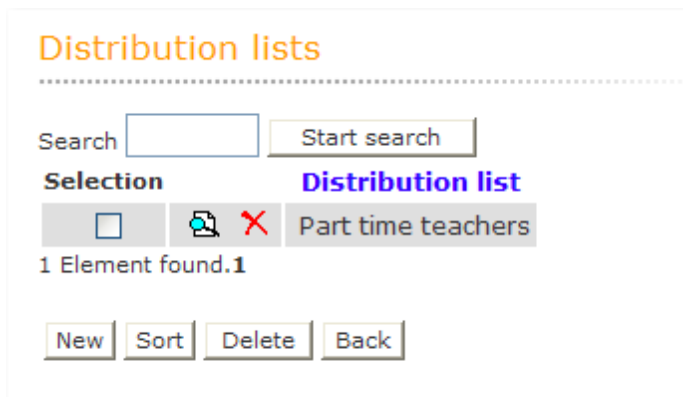
Distribution list
Class teacher
Students
Teacher
Students
Part time teacher

To create a new distribution list do the following:

1. Click on the button <Distribution list> in the menu <My messages>.



2. Click on the button <New>:



3. Enter a name for the new distribution list (in our example "Full time teacher") and confirm with <Save>.

New distribution list

Name
Full time teacher

Assigned users

AD
talisker
hero

All users

stud
Foss
rigg
eeee
kep
stan
bv
bach
oban
sek

Save Save & New over Cancel

4. Done.

Distribution lists

Search Start search

Selection **Distribution list**

☐			Part time teachers
☐			Full time teachers

2 Elements found, showing all Elements.1

New Sort Delete Back

11.1.5 Miscellaneous

11.1.5.1 LDAP

11.1.5.1.1 Concept

1. If a user authenticates him successfully then WebUntis checks if this user exists already in WebUntis. If so, the user can work with WebUntis just as if he had authenticated his user account in WebUntis.
2. If the user does not exist, WebUntis creates automatically a user account for this user. At first WebUntis tries to determine whether this user is a teacher or a student and then WebUntis attempts to find out the identity of the user. This identification is important to assign the appropriate user group to the user and to allocate the correct timetable element (teacher or student). The password that is created is a random value. So the user can authenticate himself only with LDAP but not with WebUntis.

3.

11.1.5.1.2 Settings

You can find the LDAP settings via <Maintenance> | <LDAP settings>.

LDAP settings

Active ☒

LDAP server URL

LDAP user

LDAP password

Referral

ExampleDn for user search

Userfilter

BaseDn for user search

Method of authentication

LDAP password attribute

LDAP mail attribute

Create local user after successful authorisation ☒

Role identification

LDAP person role attribute

	Teacher	Students
Function	Teacher	Student
Person identification	Attribute for last name and first name	Single attribute with name fields
ID attributes	sn givenName	sn givenName
ID field		
Numeric comparison	☐	☐
Case sensitive	☐	☐

Example of settings for the Active Directory.

Below you find an explanation of the different fields.

Active : activates the LDAP support.

LDAP server URL : URL of the connection to the LDAP server, e.g.

ldap://ldap.myschool.uk:389/dc=myschool,dc=uk

If there is a BaseDn entered in the URL then all other DN statements have to be relative to this BaseDn.

LDAP user/password : LDAP user: If it is required to enter a user for the LDAP query then you can enter this data here.

Settings for the first authentication of user name and password against an LDAP system

To authenticate a user successfully, the user name has to be found in the LDAP directory structure. This can happen either with a direct declaration of the distinguished name or with an LDAP search.

Declaration of the distinguished name

The search mask is defined in the field "ExampleDn for user search" e.g. with uid={0},ou=teacher,ou=persons. {0} is the wild card for the user name that is searched for. For example if the user name is Goethe then WebUntis searches in the user account at uid=Goethe,ou=teacher,ou=persons,dc=myschool,dc=at. You can also enter several search masks separated by blanks. So please pay attention that there are no blanks within a search mask.

LDAP search

In this case an LDAP search in the user account is applied. In the field "BaseDn for user search" enter the basic structure of the search, e.g. ou=persons,dc=myschool,dc=uk. In the field "Userfilter" you can enter the search filter according to the LDAP syntax, e.g. (&(objectClass=person)(sn={0})). Again for the user Goethe, WebUntis would search for a record with the property objectClass person and whose attribute sn is Goethe.

Method of authentication: At present only the method Bind is supported. the authentication takes place through a Bind with the user data. In future a direct password comparison could be supported, too. In this case the field "LDAP password attribute" reflects the name of the attribute with the password.

The "LDAP mail attribute" states the name of the attribute from which the e-mail address of the user was taken.

Settings for the second authentication and automatic creation of a user

If the dynamic creation of users is not desired, you can turn off this feature with the option "Create local user after successful authorisation". In this case a login is possible only for users who exist already in WebUntis.

The function of the user (teacher or student) can be determined either by comparing the Distinguished Name of the user or by comparing the attribute of the user.

Comparison with a part of the Distinguished Name

In the field "Function" (can be different for teachers and students) the part of the Distinguished Name which can identify the function has to be entered. If a teacher would have for instance the Distinguished Name uid=Goethe,ou=teacher,ou=persons,dc=myschool,dc=uk then the entry would be in this case ou=teacher. WebUntis is searching for the entry in the field "Function" in the DN and as soon as this it was found the function is determined.

Comparison with an attribute

In this case you have to enter in the field "Function" an entry which identifies the function, e.g. teacher. In the field "LDAP person role attribute" the name of the attribute has to be entered which includes the name of the role, e.g. role. If the designation "teacher" is found in the attribute named "role" of a user then this user is identified as a teacher.

With the identification of the role you can determine the default rights. For this, you have to create user groups for teachers and students. The user groups and the entry in the field "Function" have to be identical for the comparison of the attributes. The user group and the value part of the entry have to be identical for the comparison of a part-DN. With ou=teacher it has to be teacher.

If no user group can be found in WebUntis then the user is assigned to the default user group.

To identify the person itself, more information is necessary. This information can be different for teachers and students. Identification means that WebUntis is searching for an appropriate timetable element (teacher or student) .

As of now, there are three methods of identifying a person.

-Single attribute

Usually this method is the most unambiguous one because it does not need a name comparison. However, it will not be possible for all cases.

An unambiguous value of a field in WebUntis of the person is compared with a value of the attribute of the person in LDAP.

Possible fields in WebUntis are

id	Internal ID in WebUntis
name	Short name
long name	Surname
text	Text field
externKey	external key

One of these fields is displayed in the field "ID field". In the field "ID attributes" the name of the attribute in LDAP is entered.

Example: The Untis name of the teachers is stored in LDAP in an attribute with the name "abbr". You have to enter "abbr" in the field "ID attributes" and "name" in the field "ID field".

Attribute for surname and first name

With this method the identification happens by name. Surname and first name have to be in different attributes in the LDAP structure. Both attributes have to be entered in the field "ID attributes" separated by a blank, first the attribute for the surname and second the attribute for the first name.

If you have saved, for instance, the names with the attributes sn and givenName then you would have to enter "sn givenName". WebUntis compares the contents of these fields with the corresponding entries of the names of the persons.

Single attribute with name fields

An identification can be accomplished with this method if the parts of the name are stored in only one attribute and not in different attributes. This method is the most insecure one, therefore it should be used if there is no other alternative.

In this case it has to be possible to differentiate between surname and first name with a mask that can be entered in the field "ID attributes". First, the name of the attribute is entered in the field "ID attributes".

Then, after a colon, follows the mask. In the mask the wildcards {s} for the surname and {f} for the first name have to be inserted.

For instance if the name in the form "Newton Isaac" stands in the attribute "cn" then the entry in the field "ID attributes" would be "cn: {s} {f}".

Additionally you can set if the field comparison shall be case sensitive or if a numeric comparison shall take place. The latter option might be of importance if the identifier is numeric and the identifier is stored in one system as a character string with leading zeros and in the other system it is stored as a number.

11.1.5.2 Semesters

You can divide the school year into several semesters (via <Master Data> | <School years>). This is important for reports like the exam calendar.

School year

Name
2008/2009

Fr. 01.09.2008 To 30.06.2009

	Semester	Start date	End date
 	Winter term	01.09.2008	31.01.2009
 	Summer term	01.02.2009	30.06.2009

New semester

Save Delete over Cancel

11.2 Module Agenda

11.2.1 Bookings

You can enter the maximum capacity as a search criterium for the booking of rooms.

Booking: Search for free rooms

Day Extended search >>

18.02.2009

Time and duration

Start time End time

08:00 08:50 Whole day

Selection Criteria

Type of resource

Camera

Capacity

min.	max.
15	0

Search over Cancel

The room capacity is displayed in the list accordingly.

Booking: Free rooms

Selection Criteria

18.02.2009, 08:00 - 08:50

Selection	Room	Full name	Capacity	18.2.
☐	K08	K08	18	☐ Vacant
☐	R101	R101	17	☐ Vacant
☐	R102	R102	17	☐ Vacant
☐	R204	R204	16	☐ Vacant
☐	R206	R206	36	☐ Vacant
☐	R212	R212	28	☐ Vacant
☐	R304	R304	30	☐ Vacant
☐	R315	R315	17	☐ Vacant

Back Next Cancel

Additionally, it is possible to make bookings for other users if the corresponding user right is activated.

Enable booking for other teachers	✓	✗	☒
Booking for other users	✓	✗	☒
Lock bookings	✓	✗	☒

Booking 17 - Resource booking

Status: Confirmed

Date	Time	Toshiba 1
25.03.2009	08:00 - 08:50	Confirmed
Booked on	14.08.2009 09:39:49	from admin
Confirmed on	14.08.2009 09:39:49	from admin
Amount	Person in charge	
	oban	

11.2.2 Room overview

You can filter by room groups in the room overview.

Room selection for room overview

Overview format
müf ▼

Extended search>>

Rooms
R304
R305
R306
R307
R308

Department
<Selection> ▼

Building
<Selection> ▼

Room-group
3-Classes ▼

Type of resource
Camera

Apply

Next All rooms

Click on <Apply> to activate your selection.

11.2.3 Blocking of resources

Until now it was already possible to block rooms from bookings via <Administration> | <Room blockings>. Starting from WebUntis 2010 the blocking is possible for resources, too.

This is useful if you have to do maintenance work periodically.

Blocked times

Selection	Type	Room or room-group	Fr.	To	Start time	End time	Day of the week	
☐	X	Resource	NB Trolley 03 Acer	08.09.2008	30.06.2009	14:00	18:00	Friday
☐	X	Room-group	Classes on the ground floor	08.09.2008	29.05.2009	17:05	18:00	Friday
☐	X	Resource	Bösendorfer	22.12.2008	25.03.2009	16:15	18:00	Tuesday

3 Elements found, showing all Elements.1

New

Sort

Delete

Report

11.2.4 User hints - Agenda

11.2.4.1 Room change for a lesson

If you want to change the room for an existing lesson, do the following:

1. Click on the lesson whose room you want to change.

Thursday 26.03.2009	Friday 27.03.2009
2a Cer DE R2a	2a Cer DE R2a 

The details window opens up.

2. Click on the symbol <Search for free rooms>.

http://10.0.0.171:8080/WebUntis/LessonInfo.do?date=20090327&starttime=800&endtime=845&elemid=3& - Internet Explorer...

http://10.0.0.171:8080/WebUntis/LessonInfo.do?date=20090327&starttime=800&endtime=845&elemid=3&elemtype=1&hide=0&sid=Breaks

Details

Period: 27.03.2009, 08:00 - 08:45
Class: Class 2a (Hugo) (2a)

Teacher	Class	Subject	Room	Text	Remark	Fr.	To	L-No.	Type	Info	Class Register	User	Book.-Nr.
Cer	2a	DE	R2a			08:00	08:45	5900	Lessons				

[Close](#)

The "Change of rooms" window opens up.

3. In this window you can select a room. All filters that you know from regular bookings can be applied here, too.

Change of rooms

Friday 27.03.2009 08:00 - 08:45

Free rooms

☐	Ps1	0	Pseudo Room 1 (3b)
☒	IT1	0	IT Room 1
☐	K08	18	K08
☐	R101	17	R101
☐	R102	17	R102
☐	R204	16	R204
☐	R206	36	R206
☐	R212	28	R212
☐	R304	30	R304
☐	R315	17	R315
☐	R305	0	R305
☐	R306	0	R306

Lesson rooms

R2a

Selection Criteria

Type of resource

Camera
Internet
Music

Capacity

min.	max.
0	0

Department

<Selection>

Building

<Selection>

Room-group

<Selection>

Apply

Book Without room Back

11.2.4.2 Import of resources

You can import types of resources and resources from text files.

Resources

Type of resource: <Selection> Search: Start search

Selection		Resource	Full name	Type
☐	 	Beamer06 (R111)	Beamer06 (R111)	Beamer
☐	 	NB 02 (R113)	NB 02 (R113)	Beamer
☐	 	NB 05 (R312)	NB 05 (R312)	Beamer
☐	 	NB 07 (R312)	NB 07 (R312)	Beamer
☐	 	Camera 1 (R312)	Camera 1 (R312)	Camera
☐	 	Camera 2 (R314)	Camera 2 (R314)	Camera
☐	 	Tripod 1 (R312)	Tripod 1 (R312)	Camera
☐	 	Video 1 (R312)	Video 1 (R312)	Television
☐	 	Video 2 (R312)	Video 2 (R312)	Television
☐	 	Camera 3 (R312)	Camera 3 (R312)	Camera
☐	 	Tripod 2 (R312)	Tripod 2 (R312)	Camera
☐	 	Videow1 (GF WC)	Videow1 (GF WC)	Television
☐	 	Videow2 (EG - E12)	Videow2 (EG - E12)	Television
☐	 	Videow3 (2. F WC)	Videow3 (2. F WC)	Television
☐	 	Videow4 (2. F - 211)	Videow4 (2. F - 211)	Television

27 Elements found, showing 1 to 15. [First/Next] 1, 2 [Next/Last]

New Sort Delete **Import** Report

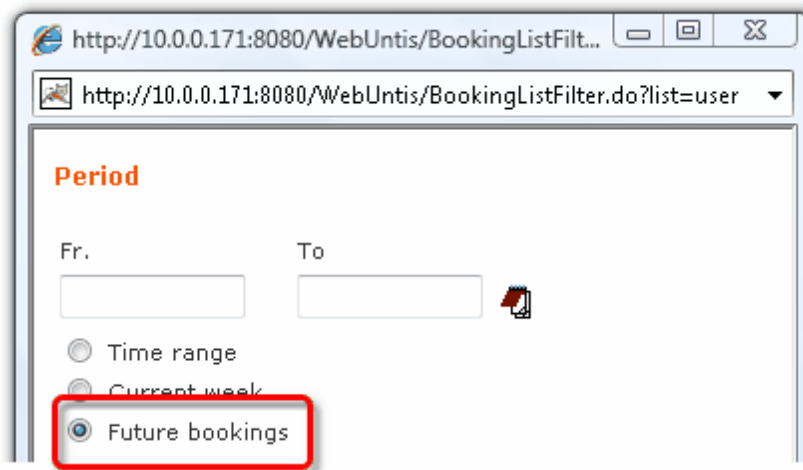
The procedure is the same as the import of the [master data students](#).

11.2.4.3 Booking filter



The booking filter under <Book> | <My bookings> was overworked for the version 2010:

Now it is possible to filter all the bookings in the future, too.



11.3 Module Class Register

11.3.1 Student groups

Caution!

The assignment of students to a lesson was changed fundamentally in WebUntis 2010.

Until WebUntis 2009 the students were assigned directly to the lesson. Now this happens with the help of student groups. (Student groups can be entered already to the lesson in Untis.)

The basic principle is the following:

- One distinct student group is assigned to a lesson. E.g. the student group 123_Sports_5A to the sports lesson of the boys in class 5A (with the lesson number 123).
- Specific students are assigned to this student group, e.g. all male students of the class 5A.
- These student groups are reusable only to a very limited extent. The rule is that you shall create one student group for each lesson which is not attended by all students of a class, even if you create different student groups with exactly the same students.
- Only if you have split up one lesson into lessons with different lesson numbers for planning reasons then you can assign one student group to more than one lesson.

Example:

The lesson table of class 5a includes 4 periods Sports for boys. For planning reasons teacher 1 teaches two periods and teacher 2 teaches the other two periods. Untis requires two different lesson numbers for this situation, e.g. 123 and 124. In WebUntis you can assign to both lessons the student group 123_sport_5A.

Already existing student groups are suggested only if class and subject of the lessons are identical.

Hint for system administrators:

There are two user rights in connection with student groups:

1. Student assignment and
2. Master Data Student group

Every teacher who needs to assign students to his lessons needs the right *Student assignment*. Usually the right *Master Data Student group* is not needed. The latter one enables the user to change the name of the student group and to change the classes whose students can be selected.

11.3.1.1 Procedure

At the beginning of the school year every teacher has to check if the students who take part in his lessons are assigned already to these. To do so, activate <Lessons> | <My lessons>.

Lessons Herodot

23.03.2009 - 28.03.2009 Teachers

L-No.	Class	Teacher	Subject	Per.	Appointments	Students	Student groups	Reports
		Hero		0				
88600		Hero	OL	1				
88100		Hero	P	1				
6700	2B	Hero	PH	2				
11400	3C	Hero	MA	3				
11600	3C	Hero	PH	2				
83102	5A,5B,5C	Hero	ETH	1				
63503	5B,5C	Hero	ETH	1				
20500	6A	Hero	PH	3				
66601	6A,6B	Hero	ETH	1				
74602	6A,6B	Hero	ETH	1				
46500	8A	Hero	MA	3				
71200	8A	Hero	PH	2				
32600	8C	Hero	PH	2				

This button opens the allocated student group.

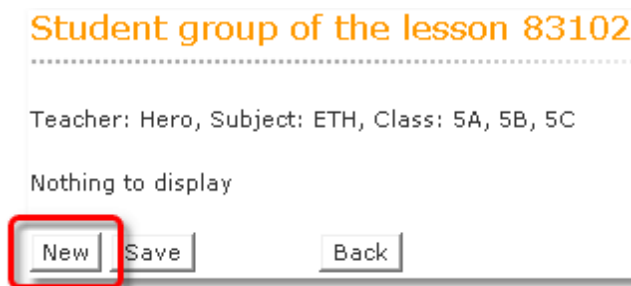
This button opens the list of all possible student groups.

Now the column Student groups is of importance. If you find there only the button (<Student group of the lesson>) then no student group is assigned to the lesson. WebUntis assumes that all students of the class take part in this lesson. This will be the case for the vast majority of lessons and there is nothing more to do.

In case that not all students of the class attend a specific lesson you have to work with student groups.

Click on the button . A list of student groups which are qualified for the selected lesson appears.

Usually there are no student groups defined. Click on <New> to create a new student group.



Student group of the lesson 83102

Teacher: Hero, Subject: ETH, Class: 5A, 5B, 5C

Nothing to display

New Save Back

A list appears which includes all students who are eligible to take part in this lesson. In the column "Selection" tick all students who actually take part in this lesson, then click on the button <Save>.

Students in the student group ETH_5A5B5C

Class: 5A, 5B, 5C

✓ ✗ ↺ ↻ ♂ ♀ 📄 📋

Selection			Surname	First name	Sex	Class	Catalogue number	Fr.	To
☒	1		Glenury		♂	5A	0		
☒	2		Imperial		♀	5A	0		
☒	3		Lagavulin		♂	5A	0		
☐	4		Laphroaig		♂	5A	0		
☒	5		Oban		♂	5A	0		
☒	6		Scapa		♀	5A	0		
☒	7		Talisker		♀	5A	0		
☐	8		Talisker	Fiona	♀	5A	0		
☒	9		Teaninich		♂	5A	0		
☐	10		Tormore		♂	5A	0		
☐	11		Ardbeg		♂	5B	0		
☒	12		Ardbeg	Thomas		5B	0		
☒	13		Bladnoch		♀	5B	0		
☒	14		Bladnoch	Alice	♀	5B	0		
☒	15		Clynelish		♂	5B	0		
☒	16		Clynelish	Finnan	♂	5B	0		
☐	17		Fettercairn		♀	5B	0		
☐	18		GlenOrd		♀	5B	0		
☐	19		Ledaig		♂	5B	0		
☐	20		Linkwood		♂	5B	0		
☐	21		Arran		♂	5C	0		
☐	22		Arran	Michel	♂	5C	0		
☐	23		Bowmore		♂	5C	0		
☐	24		Bunnahabain		♂	5C	0		
☐	25		Cardhu		♂	5C	0		
☐	26		Cardhu	Kiran	♂	5C	0		
☐	27		GlenElgin		♂	5C	0		
☐	28		Tobermory		♂	5C	0		

Save

Back

Now click on <Back> and you see that a new student group was created for this lesson. The tick in the column "Selection" indicates that this student group is actually assigned to the lesson.

Student group of the lesson 83102

Teacher: Hero, Subject: ETH, Class: 5A, 5B, 5C

Selection	Name	Classes	Subject	Fr.	To	Students
☒	ETH_5A5B5C	5A, 5B, 5C	ETH	01.09.2008	05.07.2009	

In the lessons list of teacher Herodot you find besides the symbol (<Student group of the lesson>) the symbol (<Students in the lesson group>).

Lessons Herodot

23.03.2009 - 28.03.2009

Teachers Hero

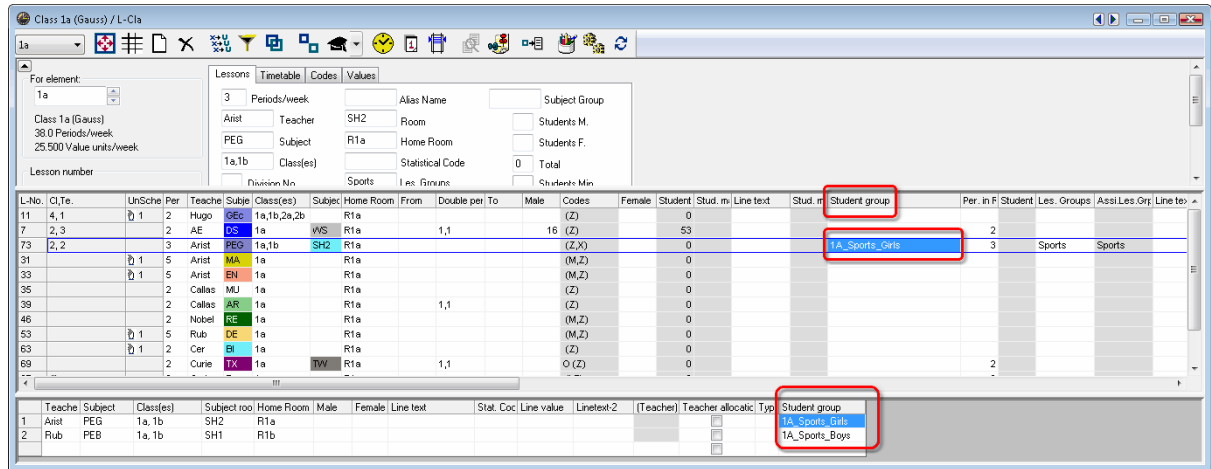
L-No.	Class	Teacher	Subject	Per.	Appointments	Students	Student groups	Reports
		Hero		0				
88600		Hero	OL	1				
88100		Hero	P	1				
6700	2B	Hero	PH	2				
11400	3C	Hero	MA	3				
11600	3C	Hero	PH	2				
83102	5A,5B,5C	Hero	ETH	1				
63503	5B,5C	Hero	ETH	1				
20500	6A	Hero	PH	3				
66601	6A,6B	Hero	ETH	1				
74602	6A,6B	Hero	ETH	1				
46500	8A	Hero	MA	3				
71200	8A	Hero	PH	2				
32600	8C	Hero	PH	2				

Via this symbol you come directly to the selection of students of the student group of the lesson.

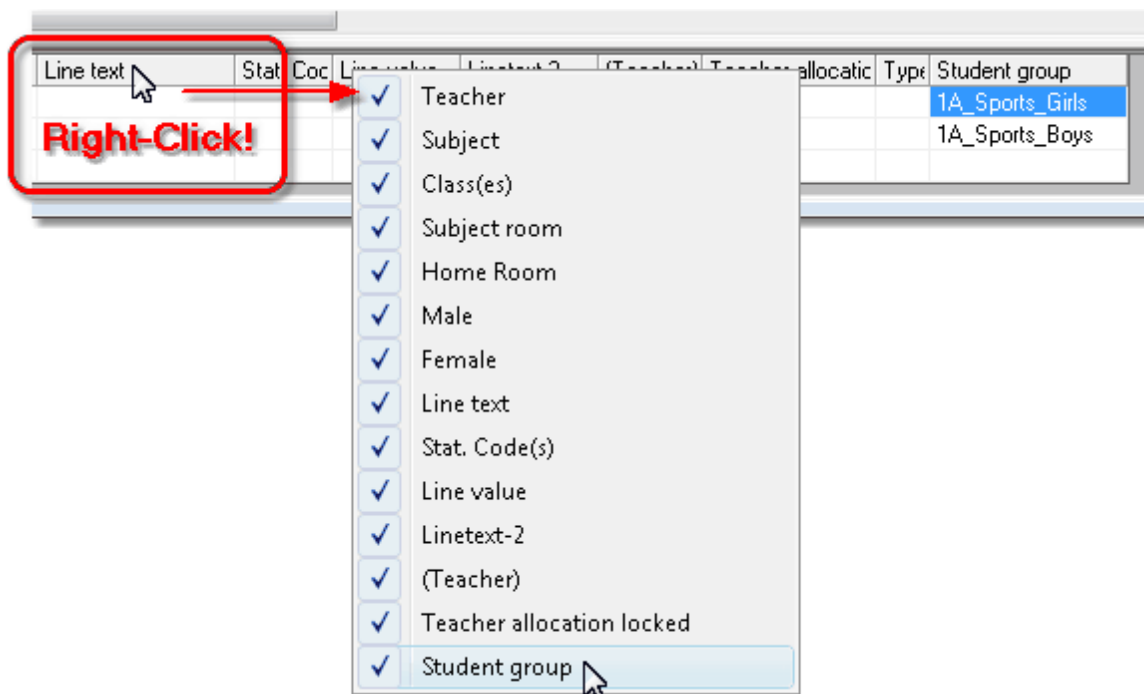
11.3.1.2 Student groups in Untis

You can define student groups already in Untis. This could be important for the data synchronisation with school administrative programs.

You find the field "Student group" in the lesson windows of Untis.



You can enter an appropriate name in this field if you are working with class splittings. With couplings you can enter the names of the student groups line by line in the details window. In case the field "Student group" is not displayed in the details window, you can show it with the context menu (right mouse click).



These student groups can be transferred from Untis to WebUntis along with the other data. In WebUntis you just have to assign students to the student groups.

Student groups

Class: -All- Students: -All- Subject: -All- Search: Start search

Selection		Name	Classes	Subject	Fr.	To	Students	Lessons
☐		1A_Sports_Boys		---	01.09.2008	30.06.2009		7301
☐		1A_Sports_Girls		---	01.09.2008	30.06.2009		7300
☐		1A_DS_Group1		---	01.09.2008	30.06.2009		700

3 Elements found, showing all Elements.1

New Sort Delete

11.3.2 Miscellaneous

Sorting

Reasons of absence and remark categories can be sorted by clicking on the heading, just like the master data lists.

Reasons of absence

Search Start search

Selection **Name** **Full name**

☐			Doctor	Doctor
☐			ill	ill
☐			miscellaneous	miscellaneous
☐			Official channel	Official channel
☐			Private reasons	Private reasons
☐			too late	too late

6 Elements found, showing all Elements.1

New **Sort** Delete Report

The list can be sorted by a click on the column-heading.

You can sort the list permanently via the button <Sort>.

Class-register entries: filter

When you are searching for class register entries you can filter by remark categories, too,

Class-register entries

Class Students Remark category Period

5HMD - All - Dirt 01.09.2008 05.07.2009

Selection **Type** **Name** **Class** **Day** **Date** **Time** **User** **Remark category** **Text**

☐			5HMD	Tue	10.02.2009	08:50	admin	Dirt	The classroom is dusty.
☐			5HMD	Wed	18.02.2009	16:21	admin	Dirt	The blackboard isn't clean.

2 Elements found, showing all Elements.1

New Delete Report Reports

11.3.3 Settings

The settings of the class register (<Class register> | <Settings>) are saved individually for each user.

You can predefine a default reason of absence via the settings of the class register. Similarly, you can assign a default reason of absence for students who are late.

Automatically enter the reason of absence for absent students

Enter the absence-reason automatically for students who are late

11.3.4 Letter of excuse

Students can print out the template of the letter of excuse for their own absences.

My absences

Period: Status:

Selection	Type	Students	Class	Fr.	To	Start	End	Reason	Status	Text
☐		Pongo	3C	19.09.2008	19.09.2008	08:00	08:50		Open	
☐		Pongo	3C	22.12.2008	22.12.2008	08:00	09:45		Open	
☐		Pongo	3C	09.02.2009	09.02.2009	08:00	08:10		excu.	
☐		Pongo	3C	10.02.2009	10.02.2009	08:00	18:40		Open	
☐		Pongo	3C	11.02.2009	11.02.2009	10:00	11:45	ill	Open	
☐		Pongo	3C	12.02.2009	12.02.2009	08:00	18:40	ill	Open	

6 Elements found, showing all Elements.1

Necessarily it is required that the students have access to the class register.

11.3.5 Absences

11.3.5.1 Interruptions

It is possible that the absence of a student is interrupted, e.g. if she is basically absent but attends an important exam. Now you can edit (or delete) these interruption directly at <Class register> | <Absences>.

Absence

Students

Fr. To

Start time End time

Interruptions

  11.02.2009 - 27.02.2009 10:55 - 11:45

Reason of absence

Interruptions of absences can be edited here!

11.3.5.2 Reports

Some reports can consider delays of students:

Reports

Class Students Period

Absences

☒ with delays

Absence time per student    - All -

Absence time per class    - All - ☐ Sorted by students

Absence time per subject    - All -

The following example displays the consequences of this option:

 Absences

☐ with delays

Absence time per student

- All -

Absence time per student

01.10.2008 - 31.10.2008,

Students: Pongo , Class: 3C

Date	Periods of Schulstd.	Per.	Reason of absence	ENr.	Done
6/10	8	6:40	ill	17	14/8
7/10	4	3:20	ill	17	14/8
8/10	9	7:30	ill	17	14/8
14/10	4	3:20	Private reasons	18	14/8
20/10	8	6:40	Official channel	20	14/8
28/10	4	3:20	ill	21	14/8
Total	37	30:50			
Of those unexcused.	0	0:00			

 Absences

☒ with delays

Absence time per student

- All -

Absence time per student

01.10.2008 - 31.10.2008,

Students: Pongo , Class: 3C

Date	Periods of Schulstd.	Per.	Reason of absence	ENr.	Done
6/10	8	6:40	ill	17	14/8
7/10	4	3:20	ill	17	14/8
8/10	9	7:30	ill	17	14/8
14/10	4	3:20	Private reasons	18	14/8
15/10	1	0:15	too late	23	14/8
20/10	8	6:40	Official channel	20	14/8
28/10	4	3:20	ill	21	14/8
Total	38	31:05			
Of those unexcused.	0	0:00			

11.3.5.3 Delays

There are reports available for delays: per student and per class.

 **Absences**

☐ with delays

Absence time per student

- All -

Absence time per class

- All -

Absence time per subject

- All -

Absence days per class

Delays per student

Per period

Delays per class

Per period

Letter of excuse



Per day

Delays per student			
08.10.2008 - 05.07.2009,			
Students: Pongo , Class: 3C			
Date	Periods of	Subject	Teacher
8/10	0:08		
	0:08	GSK	Shak
14/10	0:10		
	0:10	L	Buck
20/11	0:03		
	0:03	PEB	Gauss
9/2	0:10		
	0:10	PEG	Stone,Gal
Total	0:31		

11.3.6 Display student pictures

You can display pictures of the students in the class register if you have uploaded them via [master data - students](#) .

The option

Class register settings

Class register main page

Sorting of the student list ☒ From top to bottom
☐ From left to right

Sort students by class ☐

Display the class behind the student name ☐

Display student photos ☒

Number of columns in the student list

under <Class register> | <Settings> leads to:

Class register for lessons 20.02.2009 08:55 - 09:45

▲ Lessons

Class 3A (Callas Maria), 3C (Herodot)
Teacher Buck, Pearl S.
Subject L

▲ Class-register entries (0)

Nothing to display

▼ Class services (4)

3A

3C

▲ Exemptions from lessons (0)

Nothing to display

▲ Absent students (0)

Nothing to display

▲ Students in the lesson (11)

☒ Aladdin	☒ Hook	☒ Perdi	☒ Rabbit, Roger
☒ Elliot	☒ Klopfer	☒ Pongo	☒ Triton
☒ Erik	☒ Mim	☒ Quasimodo	

Absent Absences checked ⚠

No teaching content available

No homework found

Enter teaching content

Homework

Class-register entry

New examination

Lesson dates

Back

Settings

Please note that you can display individual pictures as symbols of the class services as well. Open <Master Data> | <Services> and click on the button <Edit> of the service whose icon you want to change. Via the function <Upload photo> you reach the import dialogue.

Services

Search

Selection	Type	Name	Full name
☐	 	Care	Class Caretaker
☐	 	CR	Class Representative
☐	 	CRA	Class Representative Assistant
☐	 	CC	Class cashier
☐	  	RP	Responsible for pet

5 Elements found, showing all Elements.1

11.3.7 User hints - Class register

11.3.7.1 Start page

Each user can adjust the appearance of his own start page.

Profile admin

Show on the start page ☐ My lessons ☒ Klassenunterricht

Show all periods of the lessons on the start page ☒

You can set here whether the lessons of the teacher or the lessons of the class that you are currently teaching in shall be displayed.

Today's messages: 17.08.2009

No messages for today

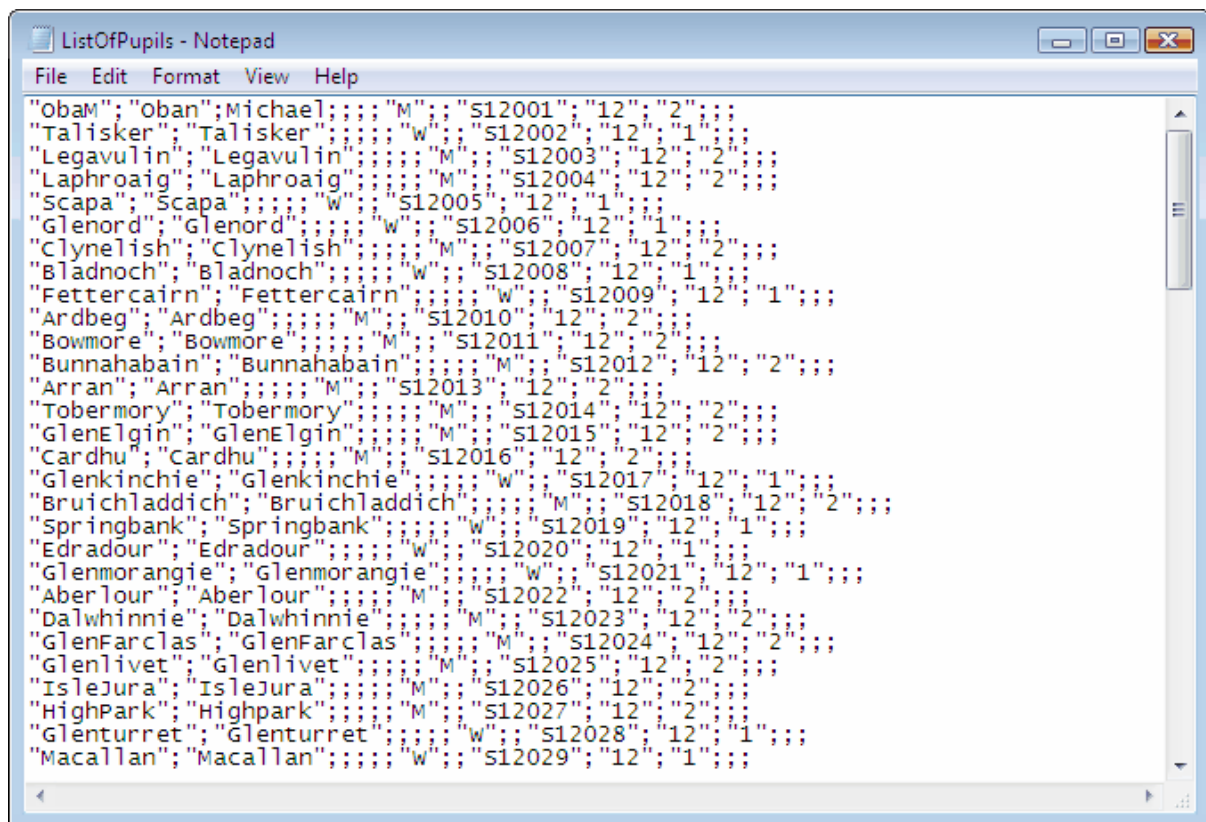
Lessons for class 2B on 25.03.2009

Classes 2B 3C 6A 8A 8C

Type	Per.	Fr.	To	Subject	Teacher	Room	Abs.	Students	Class Register	Teaching content
	1	08:00	08:50	MA	Blan	R2B				
	2	08:55	09:45	EN	Ass	R2B				
	3	10:00	10:50	PEB	Grill	W10				
	3	10:00	10:50	PEG	Blan	W20				
	4	10:55	11:45	PEB	Grill	W10				
	4	10:55	11:45	PEG	Blan	W20				
	5	11:55	12:45	DE	Kel	R2B				
	6	12:50	13:40	PH	Hero	R2B				
	9	15:20	16:10	FB	Goethe	W20				
	10	16:10	17:00	FB	Goethe	W20				

11.3.7.2 Importing students

A simple and convenient interface is available to import students from administrative programs. To use this interface the students' data must exist as text file (ASCII file). The individual data fields must be separated by a common separator (e.g. comma, semicolon or TAB).



Activate the import function on <Master Data> | <Students>.

Students M.

Class Search

Selection		Surname	First name	Birthdate	Sex	Class	Active	Short name
☐		Klopper			♂	3C	☒	Klopper
☐		Perdi			♀	3C	☒	Perdi
☐		Pongo			♂	3C	☒	Pongo
☐		Quasimodo			♂	3C	☒	Quasimodo
☐		Timotheus			♂	3C	☒	Timotheus

5 Elements found, showing all Elements.1

Enter the file with the students' data as data source and click on <Import>.

Import

Data source

Character set

Fr.

Import

Profile
New ▼

Name
Import_Profile_1

Delimiter
Semi colon ▼

Delimiter

"ObaM"	Short name ▼
"Oban"	Surname ▼
Michael	First name ▼
	▼
	▼
	▼
"M"	Gender ▼
	▼
"S12001"	Key (external) ▼
"12"	Class ▼
"2"	▼
	▼
	▼
	▼

Save Close

Import

You can save different import profiles. so you don't have to allocate the fields new every year.

On the left-hand side the details of the first student are displayed. Use the selection lists to identify the specific fields. Before importing, save the profile with a distinct name. This enables you to reuse it, if needed later on.

11.3.7.3 Change class of a student

At times students change classes during the school year. In this case, do the following:

Open the students' list via <Master Data> | <Students> and click on the button <Edit> in the line of the particular student to open the master data sheet.

Students Klopfer,

Surname
Thumper ☒ Active

First name

Short name
Thumper



[Upload photo](#)
[Delete photo](#)

Birthdate Sex
☐ Female
☒ Male

Entry date Leaving date

Class
3C

Click on the button <Change class>. Select the new class of the student and the date of the class change. Then click on <Next>.

Change of class for

New class
3A

Date
24.03.2009

Class	Start date	End date
3C	01.09.2008	05.07.2009

Next Cancel

Choose a new class here.

Finally, select the student groups which the student shall be part of and click on <Save>.

Change of class for Klopfer

New class Thumper beginning with 24.03.2009

Select the new student groups for the student

Selection	Name	Classes	Subject
☒	8801_L_3A3C	3A, 3C	L
☐	8802_F_3A	3A	F
☒	8700_E_3A	3A	E

Back Save Cancel

In case you click on <Cancel> instead of <Save> then you have to add the student later on to the relevant student groups via <Lessons> | <Lessons: Classes>.

11.3.7.4 Signing out of a lesson

If a student is signing out of lesson during the school year then the student group of this lesson has to be modified.

Example:

Student Pongo is signing out of religious education in class 3C.

Open <Lessons> | <Lessons: Classes> and select Pongo's class, 3C.

Lessons Class 3C

23.03.2009 - 28.03.2009

Classes 3C

L-No.	Class	Teacher	Subject	Per.	Type	Appointments	Students	Student groups
69200	3A,3B,3C,4C,5A,5B,5C,6A,6B,7A	Lag	ACT	2				
11800	3C	Meit	AR	2				
112800	1A,1B,2A,2B,3A,3B,3C	Grill	BB	2				
80100	3C	Asim	BFLZ	1				
11500	3C	Ion	BI	2				
112600	1A,1B,2A,2B,3A,3C,4B	Meit	DANCE	2				
10900	3C	Kel	DE	4				
11000	3C	Aqu	EN,E1	3				
8803	3B,3C	Rigg	F	4				
69500	3B,3C,4A,4B	Goethe	FB	2				
39000	2A,3C	Baker	FLUTE	1				
11300	3C	Curie	GEc	2				
11200	3C	Shak	GSK	2				
69100	2B,3C	Mich	GUI	1				
8801	3A,3C	Buck	L	4				
11400	3C	Hero	MA	3				
11700	3C	Berg	MU	2				
76700	3A,3C	Gauss	PEB	2				
76701	3B,3C	Mend	PEB	2				
115104	3B,3C	Mend	PEB	2				
76704	3C	Stone,Gal	PEG	2				
115102	3C	Stone,Gal	PEG	2				
11600	3C	Hero	PH	2				
64400	3A,3C	Stu	REE	1				
64401	3C	Bor	REK	1				

Click on the symbol student group of the respective lesson.

Students in the student group 64401_RK_3C

Class: 3C

✓ ✗ 🔄 📄 ♂ ♀ 📅 📋

Selection		Surname	First name	Sex	Class	Catalogue number	Fr.	To
☒	1	Klopfer		♂	3C	0		
☒	2	Perdi		♀	3C	0		
☒	3	Pongo		♂	3C	0		01.04.2009
☒	4	Quasimodo		♂	3C	0		
☐	5	Timotheus		♂	3C	0		

Enter a date in the column "To" in the line of student Pongo and confirm with <Save>. Now, starting with 1st April, Pongo does not take part in religious education in class 3C anymore.

11.3.7.5 Exemptions

If a student is exempted from a certain lesson, you can enter this via <Class Register> | <Exemptions>.

Exemption

Students

Fr. To

Subject

Reason of exemption

Text

Booked on 27.03.2009 13:23:09 from admin
 Changed on 27.03.2009 13:31:44 from admin

The reasons of exemption can be entered in the master data.

11.4 Module Student

11.4.1 Introduction

WebUntis Student is a completely new module which allows students to register for courses.

Basically, the following steps are involved in working with WebUntis Student:

0.) One-time-only: The creation of course templates.

These course templates have already the main characteristics of the actual courses.

1.) Every school year: The creation of actual courses from the course templates.

For example, a Spanish course is created for the students of the classes 10-12.

2.) Every school year: The registration

The students can register online to courses within a given time range.

3.) The transfer of the enrolment to Untis. With the module course planning, Untis creates first the clusters and then the timetable.

11.4.2 The course co-ordinator

The course co-ordinator creates the courses and he is responsible for the assignment of the students to the courses.

The first step of the course co-ordinator is the creation of course templates.

11.4.2.1 Course templates

You can create course templates via <Courses> | <Course templates>. To create a new course template click on the button <New>.

Course templates

From school year: Subject: Course categories:

Selection	Name	Full name	Subject	Per	From school year	Level	Category
☐	Ast	Astronomy	PH	4	2007/2008	5 - 7	RG
☐	Bio	Bio	BI	0	2007/2008	0	
☐	Physik	Physics	PH	5	2008/2009	7	
☐	Mathematics2	Mathematics2	MA	4	2007/2008	7	
☐	Hist	History	GSK	4	2007/2008	4 - 5	
☐	DE	German	DE	5	2007/2008	6	

7 Elements found, showing all Elements.1

Course template

Short name LitMA	Full name Literature of the Middle Ages
Subject DE	Person in charge admin
Teachers Michelangelo Kepler, Johannes von Assisi, Klara von Bingen, Hildegard von Aquitanien, Eleonore Phidippides Nobel, Alfred	From school year 2007/2008 Duration Semester
Periods/week 3	Period length [min] 50
From class level 10	To class level 12
Content -Old high German literature - Monastery literature -Early middle high German literature -Minnesong	Grading
Remark 	Costs

With the course template you can save the main characteristics of the courses that shall evolve from this template.

11.4.2.2 Creating courses

On the contrary to the course templates, the courses are limited to one school year. This is necessary as students sign on to actual courses and the students are assigned to these selected courses.

To create a course, click on the button <New> on the page <Courses> | <Courses>.

Courses

School year: Class level: Course templates:

Selection		Name	Full name	Subject	Per	Adv. reg.	Wait
☐	  	Ast	Astronomy	PH	4	0	2
☐	  	Ast1	Astronomy	PH	4	0	0
☐	  	Ast2	Astronomy	PH	4	0	0
☐	  	Ast3	Astronomy	PH	4	0	0
☐	  	Ast4	Astronomy	PH	4	0	1

5 Elements found, showing all Elements.1

New Sort Delete

A user interface appears which contains all attributes of the course template. You can edit these attributes and add other information.

New course

Course template Literature of the Middle Ages

Short name LitMA	Full name Literature of the Middle Ages
Subject DE	Person in charge admin
Teachers von Bingen, Hildegard Bachmann, Ingeborg Fossey, Dian Herodot Goethe, Johann Wolf	Status planned
Periods/week 3	School year 2008/2009
Period length [min] 50	Semester Please select
From class level 10	Max. nr. of participants 15
To class level 12	Waiting list ☒
Content -Old high German literature - Monastery literature -Early middle high German literature -Minnesong	Grading
Remark 	Costs

Appointments

By clicking on <Save> you create a specific course for a specific school year.

11.4.2.3 Registration time frames

The course co-ordinator defines the registration time frames which are effective globally for the whole school. If there is no registration time frame active then the whole course registration is inactive.

The same applies for the dropping of courses: a specific time frame has to be defined.

Registration time frames

School year: Permitted registration-status:

Selection		Name	Full name	Status	Fr.	Start time	To	End time
☐	 	Register in advance	Register in advance	Register in advance	06.10.2008	08:00	31.10.2008	22:00
☐	 	Register	Register	Register	07.01.2009	08:00	22.11.2009	22:00
☐	 	Drop course	Drop course	Drop course	07.01.2009	08:00	30.04.2010	19:00

3 Elements found, showing all Elements.1

11.4.2.4 Course categories

We recommend to define course categories and to assign the different courses to these categories. You can define the course categories via <Courses> | <Course categories>.

11.4.2.5 Settings

You can define several default values for the creation of courses via <Courses> | <Settings>.

Guidelines for the building of courses

Period length [min]

Periods/week

Waiting list ☒

Max. nr. of participants

Status

11.4.3 Students

The students can register online to the specific courses.

11.4.3.1 Registration

A student can open the list with all the courses that are available via <Courses> | <Courses>.

Courses

School year: 2008/2009 Class level: 0 Subject: - All - Course categories: - All - Status: - All -

Selection		Name	Full name	Subject	Registration-status	Per	Adv. reg.	Reg.	Max.	part.	School year
☐		Ast	Astronomy	PH	not registered	4	0	4	4		2008/2009
☐		Ast4	Astronomy	PH	not registered	4	0	3	3		2008/2009
☐		Bio1	Bio	BI	registered	5	0	4	0		2008/2009
☐		Bio2	Bio2	BI	course dropped	5	1	0	20		2008/2009
☐		Bio3	Bio3	BI	registered	5	0	3	3		2008/2009
☐		LitMA	Literatur des Mittelalters	DE	not registered	3	0	0	25		2008/2009
☐		Physik 1	Physik 1	PH	registered	5	0	2	16		2008/2009
☐		Physik5	Physik	PH	course dropped	5	0	2	10		2008/2009

8 Elements found, showing all Elements.1

To initiate the registration click on the button <Registration/Withdrawal/Adv Registration> .

Registration for cours LitMA

Max. nr. of participants 25

Registrations 0

Advance registrations 0

Waiting list 0

Person in charge: admin

Registration-status: not registered ---

Register

Back

To sign on effectively click on the button <Register>.

Registration for cours LitMA

Max. nr. of participants 25

Registrations 1

Advance registrations 0

Waiting list 0

Person in charge: admin

Registration-status: registered 17.08.2009 09:39:03

Drop course

Back

11.4.3.2 My courses

The students are able to take a look at the list of the courses they have registered for via <Courses> | <My courses>.

My courses

Selection	Name	Full name	Subject	Per	Status	Adv. reg.	Reg.	Max. part.	School year	Level	Teachers	Appointments	Category
☐	Bio1	Biology	BI	5	registered	0	4	0	2008/2009	0	Hero, Meit		
☐	Bio2	Biology2	BI	5	course dropped	1	0	20	2008/2009	0	Hero, Meit		
☐	Bio3	Bio3	BI	5	registered	0	3	3	2008/2009	0	Bach		
☐	Physics 1	Physics 1	PH	5	registered	0	2	16	2008/2009	0	Ion	Thu-10:00	
☐	Physics5	Physics	PH	5	course dropped	0	2	10	2008/2009	7	Bach, Ion, Mend, Lind		RG
☐	LitMA	Literature of the Middle Ages	DE	3	registered	0	1	25	2008/2009	10	Bin		G

6 Elements found, showing all Elements.1

Students can drop a course by clicking on the button <Registration/Withdrawal/Adv Registration> at the respective course ().

11.4.4 Data transfer to Untis

The registration data can be transferred via the normal Untis/WebUntis interface from WebUntis to the module course planning in Untis.

11.5 Info module

You can use WebUntis without the modules agenda, class register or student to provide information about the timetable. It is a dynamic information system of the daily timetable with individually adjustable user rights.

WebUntis - Windows Internet Explorer

http://manuals.webuntis.com:8080/WebUntis/

WebUntis

BG Klassenbuch
develop

admin (admin) Home Profile My messages Logout

Timetable

Classes
Students
Teachers
Rooms
Subjects
Resources

Lessons
Book
Class Register
Courses
Administration
Master Data
Maintenance

Timetable 1A

Class: 1A Timetable format: default

Printable version ICS Calendar

Status: 20.02.2009 11:20:08

1A 1B 2A 2B 3A 3B 3C 4A 4B 4C 5A 5B 5C 6A 6B 7A 7B 7C 8A 8B 8C 5HMD 5HFA

	Monday 16.02.2009	Tuesday 17.02.2009	Wednesday 18.02.2009	Thursday 19.02.2009	Friday 20.02.2009	Saturday 21.02.2009
08:00	1A Anrim BI R1A	1A,1B Gauss PEB BAD1	1A Stone PEG W20	1A,1B Anrim SASS BAD1	1A Foss,Fer DE R1A	1A Shak EN R1A
08:55	1A Arc MA R1A	1A,1B Gauss PEB BAD1	1A Stone PEG W20	1A,1B Anrim SASS BAD1	1A Arc MA R1A	1A Shak EN R1A
09:45	1A Marx REK R1A	1A Night BFLZ	1A Foss,Fer DE R1A	1A Anrim BI BIS	1A Foss,Fer DE R1A	1A Shak EN R1A
10:00	1A Marx REK R1A	1A Night BFLZ	1A Foss,Fer DE R1A	1A Anrim BI BIS	1A Foss,Fer DE R1A	1A Shak EN R1A
10:55	1A Berg MU MES	1A Berg MU MES	1A ML3 GEC R1A	1A Arc MA R1A	1A Arc MA R1A	1A Marx REK R1A
11:45	1A New DS WEK	1A Steiff WEM WEM	1A Shak EN R1A	1A,1B Aqu EN AK1	1A,1B Gauss PEB W20	1A Stone PEG BAD1
12:50	1A New DS WEK	1A Steiff WEM WEM	1A,1B Stu REE R1A	1A,1B Gauss PEB W20	1A Stone PEG BAD1	
13:40			1A,4C Mich GUI R1A			
14:30			1A,1B,2B Fonda TEV R1A			
15:20			1A,1B,2B Fonda TEV	1A,1B,2A Lag ACT FEST	1A,1B,2B Sutt VB W20	1A,1B,2A Grill BB W20
16:10			1A,1B,2B Fonda TEV	1A,1B,2A Goethe FB W20	1A,1B,2A Lag ACT FEST	1A,1B,2B Sutt VB W20
17:00				1A,1B,2A Goethe FB W20		

School year: 2008/2009

Internet | Protected Mode: Off

All users of this system have access to the ICS calendar, of course.

11.6 Appendix: Important user hints

To guarantee a smooth workflow with WebUntis please note the following hints to the usage of WebUntis.

11.6.1 Time grid

Please note that you must not change the time grid in Untis during the school year.

11.6.2 Data of the school year

WebUntis adopts the information about begin and end of the school year from Untis. This data is transferred with the first data transfer in the school year.

From this point on, the data of the school year has to be identical in Untis and in WebUntis. I.e. you cannot alter the school year arbitrarily in Untis.

11.6.3 Short names

The (short) names of the elements are used for the data synchronisation of Untis and WebUntis. They should not be altered during the school year. In case you need to change a short name you have to change it in Untis and in WebUntis to ensure that this element has the same short name in both systems.

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